



# THE PNC USER MANUAL

## Version 12.01

March 2012



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Foreword

**FOREWORD**

The PNC Manual describes the functionality of the Police National Computer and sets the national standards by which the system must be used. The principles of using the PNC effectively and legally are enshrined in the statutory document The Police National Computer Code of Practice, which became mandatory in January 2005. Every attempt has been made to distinguish operating practices and data items that are optional from those which are not and, where appropriate, to include references to legislation and policy.

The importance of the Police National Computer as the cornerstone of the UK Criminal Justice System, as the primary source of information for operational policing and as an invaluable intelligence tool, cannot be overstated. In view of its current and future links to other police systems, such as the Police National Database for Images, E-Borders, IDENT1, and the Schengen Information System (SIS II), it is essential that the data itself and the processes by which it is managed conform to the rules and guidelines contained in this Manual.

David Pryde  
Assistant Chief Constable, Hampshire  
March 2012

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Version Control

<b>VOL. 1 VERSION</b>	<b>DATE ISSUED</b>	<b>CURRENT VERSION OF VEHICLES DATA DEFINITIONS</b>	<b>CURRENT VERSION OF NAMES DATA DEFINITIONS</b>
04.01	March 2004	1.0	3.28
05.01	February 2005	1.2	3.32
05.02	October 2005	1.3	3.35
06.01	June 2006	1.7	3.37
06.02	December 2006	1.9	3.39
07.01	August 2007	1.9	3.42
07.02	December 2007	1.9	3.43
10.01	April 2010	2.0	3.53
10.02	December 2010	2.4	3.56
11.01	August 2011	2.5	3.58
12.01	March 2012	2.5	3.60

<b>VOL. 2 VERSION</b>	<b>DATE ISSUED</b>	<b>CURRENT VERSION OF NAMES DATA DEFINITIONS</b>	<b>CURRENT VERSION OF PHOENIX FUNCTIONAL SPEC</b>
03.01	December 2003	3.28	9.1
04.01	August 2004	3.31	9.1
05.01	May 2005	3.34	9.2
06.01	February 2006	3.36	10.1
06.02	October 2006	3.39	10.2
07.01	March 2007	3.41	10.3
07.02	October 2007	3.43	10.4
09.01	November 2009	3.51	10.5
10.01	September 2010	3.55	10.7
11.01	March 2011	3.57	10.9
11.02	December 2011	3.59	10.9

<b>OVERALL VERSION</b>	<b>DATE ISSUED</b>	<b>CURRENT VERSION OF VEHICLES DATA DEFS</b>	<b>CURRENT VERSION OF NAMES DATA DEFS</b> (see <u>Chapter 9, section 4</u> )	<b>CURRENT VERSION OF PHOENIX FUNCTIONAL SPEC</b>
12.01	April 2012	2.5	3.60	10.9

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments****CHAPTER SECTION DESCRIPTION OF CHANGE (Volume 1, Version 04.01)**

		Cover	Corporate PITO cover
		Version Control	New feature
		List of Changes	New feature
		Amendment Request Form	New feature
1	1.2		Manuals circulated by email
1	1.3		New mechanism for proposing amendments
1	2		Updated statistics, categories of user, links to other systems
1	2.6.2		Additional uses of and advice on Vehicles application
1	2.6.4		Arrested added to categories for which fingerprints are taken
1	2.6.5		Rewritten due to advent of CRB
1	3.3		Inclusion of references to Drivers Licences and Firearms data
1	4.3		Renaming of Data Control to BMS; new scheduled batch jobs
1	5		Renaming of NPT to Centrex; course details updated
1	5.3		Rewritten section on Training File
1	5.6		New contact details for Centrex
1	6.5		New procedures for resetting passwords and unbarring User-IDs
1	6.7		New section on access control transactions
1	7.1		New types of entry in TCODE field found in Transaction Log
1	7.2		New types of terminal name
1	9.1		Procedure for MLOG searches beyond 12 months in the past
1	14.2		Updated description of the communications network
1	14.3		Updated description of operational computer systems
1	15		Updated information on DCT, LFC and interface access to PNC
1	Appendix 1		Amended entries for CCA, DfT and VED
1	Appendix 1		New entries for CJX, CRB, OIC, PH, PICTTS, PSNI, SIRENE, SIS
1	Appendix 2		Additional information on Ethnic Appearance codes
1	Appendix 4		Expanded list of contact details, including email and web addresses
1	Appendix 5		New list of transaction codes
2	1		Addition of Motor Insurance
2	1.2		Updates to Direct Export, New V5 Issued, Personal Export
2	1.3		Update to As Notified by Police/Local Authority
2	3.6		Advice on monitoring cross-referenced records and on LOS reports
2	5		Policy on pairing LOS/FOU reports before deletion
2	6.1.4		New section on Motor Insurance
2	6.1.5		New paging in #VE and #VM
2	6.2		New code #VK
2	6.4		New guidance on use of #VC
2	6.9		New code #VL
2	6.11		Additional information on #VF
2	7		New description of VODS indexing process
2	7.5		Fuller description of the Match Unknown facility
2	8.1		Clearer policy on unknown VRMs in Police Records
2	8.2		Additional policy information on LOS/FOU pair deletion
2	9.8		Additional advice on start of incident date range
2	9.18.4		New section on handling cloned vehicles
2	9.20		New section on MO Keywords in Vehicle reports
2	Appendix 1		Inclusion of TWO-TONE
2	Appendix 2		Addition of Curtain-sided, Mobile Pump, Tel Material Handler
2	Appendix 6		Procedure for requesting insurance checks from MIIC

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 04.01)</b>
3	3	Clarification of data content, with mandatory fields highlighted
4	1.3	New advice for avoiding ambiguity with names in Broadcasts
4	5.1	Definition of blanket enquiries
4	5.4	Additional information about port warnings
4	5.5	Email facility for notification of unexpected service interruptions
5	2.1	Additional information about historic postcodes
5	2.4	Hays DX number replaces Telex number in #QF
5	2.8	Email address replaces Telex number in #QS
5	2.8	New reference to PNC Liaison Officer contact details
6	1	Clarification of search parameter options
6	3.2	Clarification of permissible search parameter combinations
6	3.6	References to lists of terminal name and transaction code formats
7	2.5	NPDNAR - DNA audit print
7	2.6	NPIMPJ - Impending Prosecutions data extract
7	3.1	DL600J - Drivers batch update
7	3.9	NP410J - FP destruction print
7	3.11	NPADDR - Address statistics and data extract
7	3.17	NPPAFB - Postcode Address file batch update
7	3.19	NPPOF1 - Persistent Offenders report
7	3.20	NPPRST - Prosecution statistics
7	3.21	NPPYOM - outstanding PYO report
7	3.29	PR605J - Firearms download
7	3.30	PR750J - Property descriptive search weed

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 04.01)</b>
1	5.4	Additional Training Records
1	5.7	Refresher Training
1	7.2	Terminal Identifier
1	14.3	SAP Connections
1	Appendix 1	DPP deleted
1	Appendix 3	DCT Fault Finding Procedure
2	Appendix 3	World Manufacturer Identifier table deleted

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.01)
1	2.1	HM Customs & Excise moved from section 2.2
1	2.3	NAFIS added to the list of applications that interface with PNC
1	3.1	Crimelink added to the list of current applications
1	4.1	Batch and media services now undertaken by Operations staff
1	4.3	Operations replaces references to Batch and Media Services team
1	6.3, 6.5, 6.7	#SZ for unlocking Directly Connected Terminals
1	6.6	Email addresses of authorised persons may be registered
1	7.2	Additional terminal naming conventions
1	12.4	Security Classification of PNC on-line and batch output
1	Appendix 1	CCA amended; new entry for NFLMS
1	Appendix 4	National Method Index inserted
1	Appendix 5	#SL amended; #SZ, #Z1-#Z5, @NE, @NP inserted
2	1.5.1, 9.17	Advice about auditing of Blocked markers
2	1.5.4	New section on the RETENTION VRM marker
2	3.1	Recording Police Reform Act 2002 Warnings in INF report
2	3.6.3	Recording Model details in report text of Motorcycle records
2	8.2, 9.1.1	Addition of LOS to an existing FOU report
2	9.10	Specific reference to Quad Bikes
2	9.18.4	Additional sentence about the confirmation of INF reports
2	Appendix 4	Updated entries on Government departments
3	3.6	Amended definition of Calibre
3	Appendix 1	Additional information about stolen unregistered Quad Bikes
6	3.2	Postcode added to list of Primary Input data items
7	1.1	Email addresses of authorised persons may be registered
7	1.3	New section on Security Classification of batch output
7	3.27, 3.34	PR602J and VE602J now run on Mondays
7	3.35	VDS now receiving vehicle theft/recovery notifications
7	Appendix 1	Computer Operations replaces reference to Batch & Media Services

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.01)
7	3.35	ABI no longer receiving vehicle theft/recovery notifications

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.02)
1	4.5	Internal PITO reorganisation
1	12.2	Additional details on responsibility for PNC data
1	12.6	Reference to force Information Security Officer included
1	13.7	New section on requests for no disruption to PNC services
1	Appendix 4	New details for MOT Certificate Database, TER and VOSA
1	Appendix 5	Implementation of #SC for User-ID creation
1	Appendix 6	Form for requesting no disruption to PNC services
2	1.5.2	Amended reference to Appendix containing useful contact details
2	1.5.3	Void marker on vehicles with Certificate of Destruction
2	3.1	S59 Warnings in INF report cross-referenced to LOCATE TRACE
2	6.1.5	New section on MOT EXPIRY field
2	6.1.6	Paging options added to #VC, #VL, #VP and #VR
2	6.11.3, 7.5	#VH no longer restricted to PNC and Centrex staff
2	7	VODS index file now updated four times per day
2	7.5	Extra text in definition of Match Unknown Models
2	8.1	VRMs in Police Records can no longer comprise letters only
2	9.13.2	New section on Vehicles removed by Local Authority
2	9.18.4	Updated and renamed section on Cloned Vehicles
2	9.18.5	New section on INF reports relating to Firearms
2	Appendix 4	New entry for HM Revenue & Customs; list made alphabetical
3	1.4	Revised paragraph on Hybrid Property
3	Appendix 1	Corrected entry for Jack Hammer
7	2 & 3	Electronic CSV output now available for several batch jobs
7	2.1, 2.2, 2.8	3 or 4 digit Fce/Stn input allowed in ND200J, ND240J, NW200J
7	2.8	Inclusion of SISID in output headers of NW200J
7	2.9	Sample Size and Confidence Level added to NW210J parameters
7	2.13	REASON parameter had been erroneously omitted
7	3.10	NP701 now produces printout sent to forces (from November 2005)
7	3.34	VIC now receiving vehicle theft/recovery notifications
7	Appendix 2	New version of Security Administration Form

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 05.02)
1	4.3.4	Batch job NPPYOM is no longer run
1	6.3, 6.5	Service Desk no longer unlock directly connected terminals (DCTs)
2	Appendix 5	Deletion of "at Swansea" in reference to DVLA computer
7	3.21	NPPYOM deleted; subsequent sections have been renumbered

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.01)
1	5	Update on training standards and accredited trainers
1	6.6	New reference to Security Administration Update Form
1	6.7	Indirect reference to #SC for creation of User-IDs
1	Appendix 4	New details for Buckley Scott, Datatag ID and Thiefbeaters
1	Appendix 5	Inclusion of #DQ, #DU, #D1 and new Firearms transaction codes
2	1	Royal Military Police renamed Service Police Crime Bureau
2	1.2	DVLA markers Scrapped, VEL Void, V23 Submitted amended
2	3.1, 9.16.1	Use of RES report for emergency service vehicles
2	7.6.1	Electronic VODS output available via Force printer
2	7.6.2	New section on extended facilities within #VH
2	8.1	Definition of unregistered vehicle when creating Police Record
2	8.2	Emphasis that addition of LOS or FOU to create pair is <b>essential</b>
2	9.1.2	Vehicle reported stolen in different force area to the theft
2	9.18.3	Content of text field when number plates are stolen
2	9.18.6	Use of INF report for recently sold police vehicles
2	9.18.7	Vehicle stolen abroad and reported to a UK force
3	3.8	Property item reported stolen in different force area to the theft
7	2.3, 2.4	GR and PP added to IM parameters; DP and MN renamed
7	3.10	Additional text in description about NP701 now producing printout
7	3.21	Additional text in NPWARM due to retention of some acuittals
7	3.30	PR820J – Plant Download
7	3.35	Cartridges replaced by email for most recipients
7	3.36	VE604J produces print when vehicles with LOS report are scrapped

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.01)
1	Appendix 4	Contact details for National Method Index
2	1.2	NEW V5 marker no longer to be displayed
2	1.4	Reference to records with SA99 1LB postcodes (none now exist)
2	1.5.3	Redundant text under VOID CHER TRAN deleted
3	3.1	Message suggesting contact with TER no longer to be displayed
7	3.22	NPWSIM no longer deletes records due for weeding
7	3.35	Car Watch UK not receiving vehicle theft/recovery notifications



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.02)
1	Appendix 1	New entries for BIC, FIND and ViSOR
1	Appendix 4	Contacts for ACRO, NIS Weeding Team and SIS
1	Appendix 5	Inclusion of #DE and various NSPIS and FIND codes
1	4.3.4	Title of NPWSIM batch job amended as it no longer weeds
1	5	Various updates relating to Training
1	7.2	SRG terminal type added; LFC no longer in use
1	14, 15	Inclusion of STIF Replacement Gateways
2	7.6	#VR shows the most recent search at the top of the list
2	9.4	Three new recipients of vehicle theft/recovery notifications
2	9.18	Suggestion to include generic ".pnn" email address in INF reports
3	3.3	Container Number should be the BIC Number where known
3	8.1.2	#PM shows the most recent search at the top of the list
6	2	Expanded description of Transaction Code field in TLOG
7	2, 3.15, 3.19, 3.31	References to floppy disk changed to CD
7	2.2	Amended Output Types for ND240J
7	2.12	UT500J can search transaction types beginning @ or +
7	2.12	UT500J can search on truncated strings of Primary Input Data
7	2.13	PFI replaces X400 in UT700J search parameters
7	2.13	Changed functionality in ORIGINATOR/COLLAR NUMBER field
7	3.4	Run frequency of ND020J now specifies January and July
7	3.35	Three new recipients of vehicle theft/recovery notifications

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 06.02)
1	6.6	Service Desk processing emails 0800-1700 Mon-Fri (now 24 hours)
1	14, 15	References to STIF, IMDN and X.25
2	6.1.4.3	Insurance state NO is no longer a valid entry
2	8.2, 9.8	Matching LOS/FOU pairs no longer generate ANPR hits
7	3.22	WEED deleted from title of batch job
7	3.35	VDS no longer receiving vehicle theft/recovery notifications

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 07.01)
	Cover	Corporate NPPIA cover
	All	PITO & Centrex references changed to NPPIA
1	1.1, 12.3	References to MoPI and Code of Connection inserted
1	2	Updated information about PNC terminal connections
1	2.1	Serious Organised Crime Agency added
1	2.3	NFLMS added
1	2.6.4	Reference to NAFIS changed to IDENT1
1	3.3.	CJ Arrestees added to list of categories held on Names database
1	4.3	Increasing use of electronic batch output and updated statistics
1	4.5	Buildings security and facilities management added
1	6.2.2, 6.2.4	Additional information about validation and renewal of passwords
1	7.2	Terminal naming conventions for IDENT1 and FIND added
1	13.3	More specific information about descriptive searches
1	14, 15	Minor updates, O <sub>2</sub> changed to Macquarie and S-170 to S-190
1	Appendix 1	New entries for NPPIA and SPSA
1	Appendix 4	Updated contacts for NPPIA and SPSA; new entry for NCALT
1	Appendix 5	New entries for #DN, #D4, #LE, #NR and #P5
1	Appendix 6	New list of Force Codes
2	1	Addition of MOT and Vehicle Excise Licence fields
2	3.1, 9.13.3	Use of REM report to record removals made by private contractors
2	5, 8.2, 9.16.1.1, 9.18	Lifespan of INF and RES reports may be extended manually
2	6.1.6	New section on VEL Serial Number and Expiry Date
2	6.7.1	Extra valid combinations of missing characters allowed in #VP
2	6.8.4	Abbreviations used in #VF and #VR Summary Screens
2	7.5	Clarification of multiple DVLA marker searching in VODS
2	9.20	Some ANPR systems can search on vehicle keywords
2	Appendix 5	Additional information about new style V79 form
2	Appendix 6	Revised MIIC forms for DPA 1998 s.29(3) exemption requests
6	2, 3	References to LFCs changed to SRGs
6	3.6	PFI messages now generate entry in Transaction Log
7	2.3	NP230J output now available in CSV format
7	2.5	New DNA ISSUES REQUIRED parameter option in NPDNAR
7	2.6	NPIMPJ has capability to produce output in CSV format
7	2.9	NW210J can search on LOCATE/INFO and various new ORDERS
7	3.14	URN printed for Scottish records
7	3.21	SCRO changed to SPSA
7	3.23	Specification of when NW001J weeds LOCATE/INFO and ORDER
7	Appendix 1	New version of Batch Services Authorised Signatories Form
7	Appendix 2	New version of Security Administration Form

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 07.01)
1	2.1	NCIS and National Crime Squad deleted
1	4.5	Finance, project support, product management, IMPACT deleted
1	7.2	LFC terminal type
1	Appendix 1	PICTTS and PITO deleted
2	6.1.5	Wording made redundant by completion of MOT rollout
2	6.4	#VC no longer excludes Blocked and Police in Confidence records
7	3.23	NW001J doesn't weed records with expiry date same as run date

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 07.02)</b>
1	Appendix 4	New contact details for SPSA
1	Appendix 5	New entries for +DC, +DN, +DP, +DS and +ND
2	6.7.1	Minor improvements made to wording of #VP search criteria
2	6.7.5	Separated and revised section on choice of #VP output
2	7.5	Use of FOREIGN police marker in VODS
2	7.6.2	Limit on number of records VODS may return now shown in #VH
2	8.2	New warning screen when report deletion will delete whole record
6	3.2	Forces 01 and 02 treated as one force in Originator search
7	2.6	NPFCHR added; subsequent sections have been renumbered
7	2.7, 2.10	New body parts included in NPPHSR and NW240J
7	Appendix 2	New version of Security Administration Form

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 07.02)</b>
None		

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments****CHAPTER SECTION DESCRIPTION OF CHANGE (Volume 1, Version 10.01)**

1	1.2	PNC Manuals are available via POLKA
1	2	Revised wording for section on outline of the system
1	2.2, 2.6.5	Access Northern Ireland added
1	2.3	Data now transferred electronically
1	2.4	Updated section on mobile access to PNC
1	2.7	New section on PNC system capacity and force responsibilities
1	3.1	Section on current applications rewritten
1	3.2	Action replaces Information as an example of a police report
1	3.3	PNDs and NFLMS added; tape changed to electronic file transfer
1	3.4	Addition of link to National Mobile Phone Register
1	4.2.2	Updated description of Service Desk procedures
1	4.3	Changes to Batch and Media Services despatch processes
1	5, 5.4	National Trainers register maintained by NPIA(ICTLP) not IITT
1	5.1.1, 5.1.2	Updates to Police Training Roles and Managers courses
1	5.1.3, 5.1.7	Duration of courses updated
1	5.2	Amendments to section on training materials
1	6.2.2	Additional information about SRG password standards
1	7.2	Visibility of Terminal name
1	9.1	Electronic and printed Message Log output
1	11	List of PNC Liaison Officer Letters added to Bulletin Board
1	11.1	TRNG enquiry records, course and Open Week dates added
1	12.4	PNC data held electronically to be deleted when no longer needed
1	13.2	Printout changed to electronic or paper output
1	14.2	Revised wording for section on communications network
1	14.3	S-190 mainframe changed to S-200
1	15.2	Central Services Gateway to replace STIF Replacement Gateway
1	15.3	Various updates to section on other PNC application interfaces
1	Appendix 1	New entries for HBV, NMPR, PDA, POLKA, SOCA
1	Appendix 2	New literals for Ethnic Appearance codes
1	Appendix 4	Contact details updated: ACRO, DVLA, FSS, MIB, NIS, NPIA
1	Appendix 4	Added: CESAR, Impact, NDNAD, NMPB, PANIU, POLKA, SOCA
1	Appendix 5	#DB, #V8, #V9, +EI, +HD added; +SM amended
1	Appendix 6	Updates to force codes 18, 29, 79, 86, 88, 2G, 2K, 2P
1	Appendix 6	New force codes 68, 3N, 3U, 3V, 3W, 3Y, 3Z
1	Appendix 7	New version of form to request no disruption to PNC services
2	1.6	Deletion of age-related VRM linked with CHER TRAN plate
2	3.1	Auto-email facility when FOU added to LOS with email address
2	3.1, 3.6.1, 5, 7.5, 8.2	New vehicle reports ACTION and REACTION
2	3.1	SEE and REM may not be added when unpaired LOS report present
2	3.1	If DES report present only INF or COR reports may be added
2	4, 8.2	New facility to associate Hazard marker with certain report types
2	6.1, 6.2	#VK should be the default for ANPR systems, not #VE
2	6.1.4.1	MIIC changed to MIB
2	6.1.4.3	Clarification of INS: UNAVAILABLE
2	6.7.5	#VP provides Abbreviated print option (one-line summary)
2	7.2.9 - 7.2.12	New #VQ lists relating to Hazards, Autoemails, ACT Reports
2	7.4.2	New section on Model searching within VODS
2	7.6.1	Updated information about VODS downloads done at HDC
2	7.6.2	New display options and functionality within #VH

<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only

List of Changes

**Additions / Amendments (cont'd)**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.01)
2	8.1	Postcodes added to police records now included in #VF and #VS
2	8.1, Appendix 5	Tape changed to electronic file transfer
2	9.1.3	New section on stolen trade plates
2	9.13.4	Vehicles removed by Highways Agency
2	9.18	Updated section on ANPR, ACT and INF reports
2	10.2	Prints changed to checklists
2	Appendix 4	Various name changes
2	Appendix 6	Revised MIB forms for DPA 1998 s.29(3) exemption requests
3	3.1, 4.1.1	Additional CESAR Number field
3	3.4	Updated list of Animal Marker Companies
3	8.1.1	More detailed explanation of modifying previous #PS search
3	9	Role of PANIU in assisting with improved data quality
3	Appendix 1	Use of BOBCAT, RAMMER, WACKER is not recommended
4	5.2	Revised guidance about Broadcast content transmitted via radio
5	2.5	DQ and WM added to #QN options
6	2	Confirmed PR page requests show in TLOG for #VE and others
6	3.2	Searching of fast-track ANPR automatic heartbeat VRMs via #TE
7	1.2, 1.3, 2, 3	Updates to reflect change from printed to electronic batch output
7	1.4	New section on despatch of batch output
7	2.5	L (Lost or Damaged) option added to NPDNAR
7	2.6	NPIMPJ may be requested for Division or Station
7	2.12	NPSRCH renamed QUSRCH; DNA search parameters added
7	2.14	Addition of Head of Branch or equivalent for 12-15 month searches
7	3.3	FCH added to list of scenarios when ND010J will weed
7	3.4	FCH added to list of scenarios when ND020J will weed
7	3.8	NP270J may be requested by forces on an ad hoc basis
7	3.11	Amended Frequency information for NPADDR
7	3.12	Additional information about DNA Report Acquittals in NPDAFR
7	3.17	New section on NPPMSC, Persons-Master deletions for SPSA
7	3.20	NPWARM output suppressed for Scottish forces
7	3.33	VE602J now generates annual reminders for confirmed LOS reports
7	3.34	Changes to VE603J recipients and despatch methods

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 1, Version 10.01)
1	7.7	Section on Printed Output no longer applicable
1	15.3	Forensic Science Service DNA database link no longer in place
1	Appendix 1	CCA, LFC, NAFIS, NCIS, PYO, VDU (no longer relevant)
1	Appendix 1	ViSOR (no longer an abbreviation)
1	Appendix 4	NIS Duty Office and Weeding Team
1	Appendix 6	Assets Recovery Agency and Pensions Regulator
3	3.5	Reference to Metropolitan Police Marine database
4	1, 1.1, 2, 3.3, 3.6.2, 4	References to VDU replaced with terminal
7	1.1	Email requests limited to 0800-1700 Mondays to Fridays
7	3.10	NP701J deleted; subsequent sections have been renumbered
7	3.19	NPPOF1 deleted; subsequent sections have been renumbered
7	3.35	Penney Holdings, SMMT and Trader Media Group deleted

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 10.02)</b>
	Glossary	Whole section copied from Volume 2 of Manual; new entry for DIF
1	4.1	Use of DIF lists by Computer Operations staff
1	4.6	Service Level Agreements for PNC and other NPIA services
1	5.1.1	Police Training Roles course is delivered at NPIA Harrogate
1	13.4	Corrupt TRNG records should be reported to the Service Desk
1	Appendix 4	e-Borders National Border Targeting Centre added
1	Appendix 5	+PH added
1	Appendix 6	Updates to force codes 58, 83, 89, 3J, 3Z
2	1.2, 1.3, App 5	References to V5 changed to V5C
2	1.5.3	Additional detail on Void vehicles with Certificate of Destruction
2	1.7	New section on vehicles with Q prefix number plates
2	3.1	Auto-email facility when REA added to INF or COR report
2	3.1, 7.2.12	Reason element of ACT report will be validated
2	3.6.4	New section on report combinations for auto-email facility
2	6.1.4.1	Updated section on police use of Motor Insurance Database
2	6.1.4.3	Effect of motor insurance policy renewals on PNC enquiries
2	6.4, Appendix 3	Asterisk (*) may be input to search for non-standard Makes
2	7.6	Disclosure purposes added to reason for retaining VODS details
2	7.9	New section for Legal Requirements in Scotland
2	8.1.1	#VU Entitlements for Record Creation/Maintenance
2	8.2	Amend Hazards option (H) added
2	8.2.1	#VU Entitlements for Report Creation/Maintenance
2	9.8	Footnote about partial recovery of vehicles
2	9.20	Use of keywords in text of Vehicle reports
2	Appendix 3	New examples of Vehicle Identification Number construction; TVIS
2	Appendix 7	Frequently Asked Questions on use of Motor Insurance Database
3	3	Temporary use of Crime/Reference Number in Property records
3	3.1	List of Plant manufacturers is available
3	3.8	Auto-email facility when FOU added to LOS with email address
4	3.2	Broadcasts must be acknowledged within 10 minutes
4	5.4	Amended phone number for National Ports Office
5	3.1	Revised wording for use of #QU transaction
6	3.6	Example of different transaction code format included
7	1.1	Reworded sentence to reflect most batch requests made by email
7	1.4	Modified statement about use of Home Office File Transfer Hub
7	2, 3	Updates to reflect change from printed to electronic batch output
7	3.8	NIS changed to NPIA Reconciliations
7	3.21	Updated list of reviewable Information Markers in NPWSIM

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 10.02)</b>
1	15.3	Reference to NM & CP removed

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>
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**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 11.01)</b>
	Glossary	New entries for IMEI, MIAFTR, NMPR
1	Appendix 1	New entries for CCU, FNP
1	Appendix 5	New entry for #VI; former #VI renamed #VB
1	Appendix 6	Force code 2J amended; 4B added
2	1.2	Scrapped marker can mean vehicle is legitimately on the road
2	1.6, 2.1	Void vehicle records weeded more promptly than previously
2	3.1	ACT Report - ASSESS introduced as new Action keyword
2	3.1	ACT Report - Reason keyword is now validated
2	3.1	Use of INF reports to hold overflow text for ACT Report
2	6.1.4	Additional information displayed relating to motor insurance
2	6.9	New #VI transaction, including historical insurance check
2	9.18	New version of ACT/REA Report Briefing Notes
2	9.18.4	Updated policy for recording cloned vehicles
2	9.18.7	INF changed to ACT for vehicle stolen abroad and reported in UK
2	Appendix 6	Introduction of #VI removes need for s.29(3) DPA process
2	Appendix 7	Amended Motor Insurance Database Frequently Asked Questions
3	1, 2.7, 4, 4.1.7, 5.3	New property type 11 - PHONES (NMPR)
4	5.15	Use of PNC Broadcasts for Operation Whittle
4	5.16	Use of PNC Broadcasts for Child Rescue Alerts
7	2.14	Expansion of RECORDS REQUIRED parameter in UT700J
7	2.14	Revised explanation of ORIG/COLLAR NO parameter in UT700J
7	3.12	Additional explanation of DATE OF RUN parameter in NPIPRM
7	3.34	Carweb UK added to VE603J recipients

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 1, Version 11.01)</b>
4	1.1	Option to allow broadcast to fewer than two destinations
7	3.34	PVDTP and HPITP parameter options deleted from VE603J

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 03.01)</b>
	Cover	Corporate PITO cover
	Version Control	New feature
	List of Changes	New feature
	Amendment Request Form	New feature
Glossary	Recordable Offence	Amended entry
Glossary	Schengen	New entry
Glossary	SIRENE	New entry
Glossary	ViSOR	New entry
4	7.3	KA maximum changed
4	8.4.2	PYO definition from Home Office web site
4	9.1	Made alphabetical, with priority order stated underneath
4	10.1	Various Information Markers updated; also made alphabetical
4	10.5	New paragraph on Local Persistent Offenders
4	19.2	New reference to LPOs in LX (Interest) markers
5	6.6	DNA status
5	6.6.2	DNA sample barcodes
5	7.4	Crime Reference Number
5	23.1	Resulting of court cases
5	27.5	Failure to comply with Rehabilitation Programme
5	28.1	Custody date
6	4	ORDER/SEXREG and LOCATE TRACE (ASBOs) updated
6	11.3	Power of Arrest
6	11.7	New paragraph on Sex Offenders Orders
7	1	Source of DD data
7	3.7	New paragraph on Drink/Driver Rehabilitation
8	1	Reference to legislation in Drivers Licence introduction
Appendix 9	27	Reduction in DD following Drink/Drive Rehabilitation
Appendix 9	31	Failure to comply with Rehabilitation Programme
Appendix 9	32	Entering and Resulting Breaches of Court Orders

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 03.01)</b>
Glossary	Reportable Offences	Deleted entry
4	10.1	GR, Gender Reassigned, deleted
6	8.7	"for the original offence" deleted
6	9.1	Last paragraph deleted



<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 04.01)</b>
4	10.6	Intensive Supervision and Surveillance Programme (ISSP)
4	19.2	Addition of ISSP to Interest Local Cross-Reference
4	32.7.3	Field Rules for entering Company Names
5	6.1	New description of Arrested and Reported process stages
5	6.5	NAFIS forces must not use F (Force held) option
5	17	Addition of police bail to Bail Address
8	2	Rules for surnames with MAC, apostrophe, hyphen or space in #DL
Appendix 9	33	Procedures for recording CJ Arrestees with NFA
Appendix 10	All sections	Enhanced appendix on MO Keywording

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 04.01)</b>
None		

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments****CHAPTER SECTION DESCRIPTION OF CHANGE (Volume 2, Version 05.01)**

Glossary	IDENT1	New entry
Glossary	Livescan	Amended entry
Glossary	NAFIS	Amended entry
1	1	<i>Code of Practice for PNC</i> included on list of compliance documents
1	2.2	National Fingerprint Office subsumed into PITO
1	3	Updated section on IDENT1 (formerly NAFIS)
4	9.1	Fuller description of use of Warning Signals
4	10.1	New entry for VS Information Marker
4	10.5, 19.2	Persistent Offenders changed to Prolific and Priority Offenders
4	32.10	New section on Gender Recognition Act 2004
4	34.5	Additional text saying Home Force field must be completed
5	3.1	Responsibility for creation of Arrest/Summons
5	23.15	Information about contested Penalty Notices
6	4	New LOCATE/TRACE entry for Police Reform Act 2002
6	8.5	Clarified definition of CONDARREST
6	11.4,11.6-11.8	Updated Field Rules for Registered Sex Offenders Orders
8	3.6, 4.4	Additional information on Cross-Referenced Driver details
12	2.1.6, 2.1.7	New transaction codes #SL and #SZ for unlocking DCTs
12	2.5.2	Use of **NP Fce/Stn codes to exclude NPPA work in #NS
Appendix 4	MHA	Weed dates to be entered under Mental Health Act
Appendix 9	1	Amended procedure for Remand in Care
Appendix 9	16	Adjudication changed from Non Conviction to Not Guilty
Appendix 9	34	New procedure for recording Police to Police Remands, Sec 47(3)
Appendix 9	35	New procedure for recording Conditional Cautions
Appendix 9	36	New procedure for recording Conditional Police Bail pre-charge
Appendix 9	37	New procedure for recording Fixed Penalties
General		References to NAFIS altered to IDENT1

**Deletions****CHAPTER SECTION DESCRIPTION OF CHANGE (Volume 2, Version 05.01)**

4	10.1	PERSISTENT OFFENDER pseudo Information Marker
10	3.13	Reference to PERSISTENT OFFENDER in DD printout

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 06.01)</b>
Glossary	EAW	New entry
1	2.9.1	Early Release Scheme added to DEPORTEE Information Marker
4	4.7	Nothing except INFORMATION to be used for unknown surname
4	9.1	Expanded introduction to Warning Signals
4	9.1	Corrected title for XP Warning Signal
4	9.2	Mandatory Drugs Test added to description of DR warning signal
4	9.2	Mental warning signal renamed MENTL HLTH
4	9.4	New section on Retention Period of Warning Signals
4	10.1	Corrected titles for AS and OV Information Markers
4	10.1	Early Release Scheme added to DEPORTEE Information Marker
4	10.1	New GR and PP Information Markers
4	10.5	Amended section on Prolific and Priority offenders
4	32.10.1	GR used instead of OD for Gender Re-assignment
4	40.2	PCSO added to list of valid ranks
5	2.4	New section on method data used as evidence of bad character
5	2.8, 6.6.4	Blood valid as DNA sample type
5	2.9	Reference to bail appearance at court "or police station" added
5	3.3	Rewritten section on Prevention of Terrorism
5	6.1	Additional paragraph about process stage
5	9.1	Children changed to vulnerable victims
5	23	Timeliness target for disposal entry reflects <i>Code of Practice</i>
6	4	New ORDER/HARASS entry for injunctions with power of arrest
12	2.1	Deletion of User-IDs dormant for at least 6 months
12	2.1.1	#SC transaction for creation of new User-IDs
Appendix 5		Amended hyperlink to Home Office Circulars
Appendix 6		FC added to #QV matrix
Appendix 7		FC added to list of Codes
Appendix 105		New phone number for NMI

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 06.01)</b>
4	10.1	Possible Impendings Information Marker no longer used
5	2.12, 4.9.3	References to weeding after 42 days
6	4	Reference to reportable offence in LOCATE/NPF
6	8.2	References to committal and extract warrants
6	8.2	Reference to recordable offence in NPF Warrants
Appendix 9	34	Amendment of Process Stage from A to C
Appendix 9	36	Procedure for recording Conditional Police Bail pre-charge

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 06.02)
Glossary	ACRO	New entry
Glossary	PIAP	New entry, replacing PSSC
Glossary	PND	New entry
1	1, 2.9.2	Reportable changed to recordable (also <a href="#">Chapter 12, section 1.4</a> )
1	2.14	Closure of National Method Index
1	2.18	Updated information about manual weeding of records by NIS
1	3	Update on Scotland's implementation of IDENT1
2	4	New section on Data Definitions
3	2.11	Closure of National Method Index
3	2.12	All A/S entries must be BRC'd, not just the most recent one
4	4.9.6	Update on DNA Barcode Number format
4	9.3	Warning Signal text mandatory, limit increased to 60 characters
4	10.1	New statement about no power of arrest in DR Information Marker
4	10.1	Impact of closure of NMI on MO Information Marker
4	10.2	Information Marker text now mandatory
5	1	"Offences can .." changed to "Offences must be recorded on PNC"
5	1	Additional information about PNC Code of Practice, with hyperlink
5	2.1	Addition of PND to list of processes for which A/S is created
5	6.6.2	Update on DNA Barcode Number format
5	28.4, 28.5	References to NIS replaced by IDENT1
5	29	New section on Retention Guidelines
6	2.1	Updated list of organisations that may add WM reports
6	2.1, 3.4, 8.1	WM DESERT now entered by Force 15 instead of NIS
6	3.3, 4, 5	New qualifier LOCATE/INFO
6	9.1	Impact of SOCP Act 2005 on PNC procedures for WM text
8	5	#DQ Drivers Table Enquiry
10	2, 9	Witness Print
Appendix 7	E3	Notifiable Occupations print not generated only upon conviction
Appendix 8		Column added for Witness Print
Appendix 9	10	All A/S entries must be BRC'd, not just the most recent one
Appendix 9	34	New subheading for procedure upon return after Police Bail

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 06.02)
4	10.3	Records no longer weeded 12 months after entry of CD marker
6	2.3	Details about Deserters (now incorporated into <a href="#">section 2.1</a> )
12	2.4.2	Reference to PSSC
Appendix 7	E4	DAF Print for National Method Index no longer produced
Appendix 101,	2.8, 5	References to National Method Index

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 07.01)</b>
Glossary	Bail	Amended entry
Glossary	NFLMS	New entry
1	3	IDENT1 now fully implemented in Scotland
4	8.2	Procedure for recording extensions of over 6 digits in DF requests
4	10.1	Amended entries for CD, FL, OV and VS
4	10.2	Additional information regarding Date and FS/Ref
5	2.8, 6.1	Erroneous word 'summoned' changed to 'summonsed'
5	4.10.3	New section about makeovers involving FCH
5	6.5	FP Status of F should not be used by IDENT1 forces
5	13.1, 13.7	Section 37(7) of PACE added to entry for P (Police Bail)
5	24.3	New reference to CJ Arrestees in section about No Further Action
6	4	WM Classes and Qualifiers listed in alphabetical sections
6	4.4	WM ORDER class updated with several new Qualifiers
6	5	Specific report types cause suppression of existing Detained (D)
6	11.7	References to new sexual types of ORDER added
6	13	Section on Football Exclusion Orders updated
8		New Firearms chapter; subsequent chapters renumbered
11	13	Signature box added to Source Input Document
Appendix 9	36	Policy about recording of Fixed Penalty Notices

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 07.01)</b>
1	3	Paragraph re Scotland's progress towards IDENT1 implementation
6	4	Erroneous sentence about Detained weeding with Locate/Info
Appendix 9	33	Procedure for recording CJ Arrestees reverted to original method
Appendix 10	2.8	Use of Trademark when offender hasn't used this MO previously

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 07.02)</b>
Cover		Corporate NPPIA cover
All		PITO & Centrex references changed to NPPIA
Glossary	CRO Number	Amended entry
Glossary	DfT	Replaced entry for DETR
Glossary	DTTP	Amended entry
Glossary	NPPIA	New entry
Glossary	SPSA	Replaced entry for SCRO
1	1	Firearms Certificate Holder added
4	6.6.8, 7.3	F (Firearms) in summary screen and FC page now active
4	7.3	Each A/S may have Bail Conditions, so maximum is 999
4	8.4.2	FC (Firearms Certificate Holder) added
4	8.4.2	"treated as a PYO" changed to "considered as a PYO"
4	10.1	New system generated SUPERVISION Information Marker
4	13.11, 32.9.19	New body parts Ankle, Elbow, Eyebrow, Knee, Nipple, Penis, Wrist
4	19.2	Insertion of the word "former" in LX Interest marker
5	2.9.1	New section on Bail Conditions
5	3	National policy on record-keeping
5	6.6.8	New section on DNA ISSUES
5	7	Consent needed to take DNA/FP for non-recordable offences
5	23.10	Victim Surcharge details must not be added as part of the disposal
6	3.1	DETAINED report may be deleted by owner of any WM report
6	4.1	Use of Abscond/Prison for early release on Governor's licence
6	4.3.1	Inclusion of Scottish legislation in relation to Vehicle warnings
6	4.3.1	Use of Locate/Info for Control Orders
6	4.3.2	Use of Locate/Info for high risk Domestic Violence offenders
6	4.4.1	Dog Control Order added to list of Orders
6	11	Additional guidance about sex offender registration periods
13	2.5.2	#NS no longer restricted to statistics for home Force/Stations
13	2.5.3	New #NR transaction to list records in specific timeliness category
Appendix 1		New Scar keyword TATTOO REMOVED
Appendix 1		New Mark keyword FRECKLES
Appendix 1		New Pecu keywords ATTACHED LOBES, BULGING, TWISTED
Appendix 1		New Tattoo keyword TRIBAL
Appendix 9	32	New instruction added to Appendix C

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 07.02)</b>
Glossary	PITO	Deleted
2	4	Firearms no longer an example of a future development
5	24.3	NFA Text is not a mandatory field
6	4.3.1	Use of Locate/Info for ASBOs and other orders (now in <u>section 4.4</u> )

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 09.01)
Glossary		Amended entries for CCRIO, Diazo, First Case, Recidivist, ViSOR
Glossary		New entries for CESAR, CHS, NABIS, NMPB, SCD26, SRG
1	1, 2	Overviews of PNC Names and record keeping functions rewritten
3	1, 2.9-2.10, 2.12, 3	Various changes within NIS, including microfiche sent by email
4	4.6, 32.7.3	DOTCOM/COMPANY as forenames in company names
4	4.9.6	3-series DNA barcodes for PACE samples
4	6.6.5, 32.9.4	Revised Ethnic Appearance descriptions
4	8.2	Microfiche details now sent by email
4	9.1	Input of SH and SU warning signals on behalf of Prison Service
4	9.2	HIV/AIDS may not be recorded under Ailment Warning Signal
4	9.2	Additional text for Drugs Warning Signal
4	10.1	Amendments to LL, MO, RF and SO Information Markers
4	32.4.4, 32.5.4	Spaces not allowed in F/S Reference (also in Chapters 5,6,7)
4	32.5.1	NFLMS can generate CD marker without UD marker present
4	32.9	Amended reference as to when NIS must update NASC factors
5	1.1	Non-police agency source input document (NPA1)
5	1.6	New section on European Arrest Warrants
5	2.8, 2.10, 6.6.7	New DNA status LOST/DAMAGED and new Test Method field
5	2.8, 6.1, 6.2, 13.1	Postal Requisitions
5	2.8, 6.6.5	New DNA suppliers Eurofins, Forensic DNA Services and FER
5	2.8, 6.7; App 8,9	NAME CHARGED changed to A/S NAME
5	2.8, 6.8; App 8	ARREST DOB changed to A/S DOB
5	2.12, 4.9, 23.16	Inclusion of Penalty Notices for Disorder
5	4.9.2	New paragraph about LIBRA & cases remitted from other areas
5	6.6	Updated section on DNA Status
5	6.6.9	Removal of DNA ISSUES marker can only be done by DQIT
5	7	Revised warning message when adding non-recordable offence
5	13.6	Next Appearing On date corrected from 6 months to 1 year
5	23.7	Disposal codes for suspended sentence
5	23.8, 23.14	More specific titles for Duration fields
5	26	Cautions for NPPAs not to be entered on PNC
5	28	New section on creating Penalty Notices for Disorder
5	App 2	New phone number and address for ACRO
6	3.1	HM Courts Service do not add DETAINED reports
6	4.2, 4.5, 4.6	More details on who can enter certain classes of WM report
6	4.3	LOCATE may not be used to circulate NPPA defendants
6	4.3.1; App 9	Names Working Party changed to Names Group
6	4.3.2	LOCATE/INFO for honour based violence or forced marriage
6	4.4.1	Breaches of exclusion requirements
6	4.4.1	New Orders DISANIMAL, MATHOMES, SCPO and VOO
6	4.5	Changes to who may create RECALL entries
6	4.7	Additional advice about Missing Persons
6	11.6	Number of bullet points corrected from three to five
8	5	List of data items in Firearms Certificate reports
8	8.2	Weeding of records with FCH reports
9	1	Hyperlink to legislation relating to use of #DL added
9	5	New #DB section, transaction to block/unblock address details

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>

**Additions / Amendments (cont'd)**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 09.01)
10	2.1.5	Revised Ethnic Appearance descriptions
10	2.1.7	Amended description of QUEST eye colour search
10	2.5	New printing and paging options in QUEST
11	3.3, 3.6, 3.14	Police Print includes Penalty Notice and Firearms Certificate data
11	5, 6, 7, 8	NCIS changed to SOCA; CPS changed to Prosecutors
12	5	New section on Names Matching Decade of Birth searching
12	9, 10, 12	Additions to list of Names Matching forename alternatives
13	2.1.1	#SC available via STIF Replacement Gateway terminals (SRG)
13	2.5.3	New text in #NR when A/S or Disposal has been deleted
Appendix 5		Updated website links for Home Office Circulars
Appendix 7	CA	Inclusion of Warnings, Reprimands and Penalty Notices
Appendix 7	E2	DVLA report no longer produced
Appendix 8		WM, DD and FC added
Appendix 9	32	Breaches of Court Order where offence was non-recordable
Appendix 10	1	New phone number for Ian Pickard
Appendix 11		Additions to Firearms Certificate Holders data items matrix

N.B. Other than in Chapters 1 and 3, references to NIS have been changed to NPPIA

Reconciliations in:

- Chapter 4, sections 4.7, 11.1.1, 30.2.1, 32.6.1, 32.9
- Chapter 5, sections 3.5, 3.6, 4.8, 4.10, 4.10.3, 11, 20
- Chapter 6, sections 3.4, 4.2, 4.5
- Chapter 8, section 3.1
- Appendix 7

References to NIS have been changed to SCD26 in:

- Chapter 4, sections 10.1, 32.5.1
- Chapter 5, sections 1.3, 2.15, 21, 21.6
- Chapter 6, sections 8.1, 8.8

**Deletions**

CHAPTER	SECTION	DESCRIPTION OF CHANGE (Volume 2, Version 09.01)
1	2.8	Former NIS function HM Forces - now covered by SPCB
1	2.15	Former NIS function National Vetting Office
4	8.4.2	PYO flag removed from #NE status line
5	2.8	DNA status Rejected Resampling Permitted and No Resampling
5	23.10	Victim Surcharge details may be added if desired
6	11.7	Reference to NIS
9	2	Additional rules for #DL Surname and postcode searches
11	7, 8, 10-12	References to Rehabilitation of Offenders Act
11	16	Automatic conversion of fingerprint status after 12 months
Appendix 8		References to NCIS



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 10.01)</b>
Glossary		Entry for SOCA replaces NCIS
Glossary		New entries for Bichard 7, CRASH, DVS, DYO, Libra, PentiP, YRJ
1	1, 2.3	Library move and new procedures for requesting microfiche
1	2.5	Functions of NPIA Reconciliations Team
1	2.6	Impact of Coroners and Justice Act 2009
1	2.10	Clarification of joint responsibility for adding prison release details
3	1, 2.12	Microfiche Library moved to NPIA
4	6.4, 6.5	Amended responses to #NE transaction
4	7.3, 8.4.2	New entry for CC in Default Order of Display and Status Line
4	8.2	DF facility no longer available to request microfiche
4	10.4	SO marker used where owning force does not have VISOR access
4	34.6	Advice to record mobile phone numbers in Identity Numbers field
5	4.8	Expanded section on #CI, including BRC of pre-Phoenix disposals
5	6.1	Postal Requisitions in use by DVLA and DWP
5	23.13	Use of Concurrent and Consecutive qualifiers
5	24.3	Recording Youth Restorative Justice disposals in NFA text
5	26, 26.5	Recording Conditional Cautions as an arrest disposal
5	Appendix 1	NPA1, NPA2, NPA3 forms
6	4.3.1	LOCATE/INFO for Curfew Orders and DYO's
6	4.3.2	LOCATE/INFO for foreign national prisoners
6	4.4.1	New orders CTTRAVEL and DRUGTRAV
6	4.4.1	Free text to be used for Drinking Banning Order
6	4.4.1	Inclusion of Restraining Orders within HARASS order category
6	5	Requirement to add multiple DETAINED reports
6	6	NPPHSR changed to QUSRCH
6	11.6	Requirement for SO to register if returning to UK from abroad
7	1	Updated description of sources of DD information
7	1.3	Amended definition of Interim disqualification
7	5.6	New section on DD Text field
8	7.1	Reference to mandatory DAF Reports in Phoenix Functional Spec
8	10	Amendment to FCH combinations searchable by QUEST
9	1	Driving with Expired licence during medical investigation
9	1	DVLA validation service for foreign driving licences
9	2	Extra rules for #DL surname and postcode searches reinstated
10	2.1.13	Additional advice about searching on contact lenses and glasses
10	2.3.2	Effect of new legislation on QUEST offence code searching
12	8.8	Fuller explanation of Year of Birth searching in #NE and #NU
13	2.1	Retraining of lapsed PNC operators
13	2.1.5	Additional information about #SP and SRG users
13	2.1.6	Additional information about #SU and SRG users
Appendix 3		Offence category renamed IMMIGRATION/ALIENS
Appendix 6		New reference to Phoenix Functional Specification
Appendix 7		Update to section on Special DAF Reports for forces
Appendix 9 27		Additional disposal information for DD rehabilitation
Appendix 9 35		Revised introduction to Conditional Cautions procedure
Appendix 101		Updated contact for Keywords on the PNC (KOP)

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 10.01)</b>
Glossary		NAFIS deleted
3	3	NIS no longer responsible for Microfiche Library
5	30	<i>Retention Guidelines</i> document largely deleted, pending review

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 11.01)</b>
1	2.6	Additional wording on entry of foreign convictions
1	2.10	Amended wording on entry of Prison Release information
1	2.16	SCD26 changed to NPIA Reconciliations Team
1	Appendix 1	Whole section copied from Volume 1 of Manual
4	7.1	DF added to paging options within #NE
4	30	New section on #DN transaction
4	33.7.3	More detail about use of DOTCOM for internet company names
4	33.9.17	Minor amendments to information about Nationality
5	1.4	Revised section on non-police prosecuting agencies
5	3.3	SOCA added to list of national forces doing their own updates
5	20.5	Prisoner Number format annnnn may now start X, Y or Z
5	26	Conditional Cautions workaround should not normally be used
5	26.5	Conditional Caution End Date may not be before Date of Caution
6	4.4.1	Amended description for DISANIMAL, SEXPO and VOO
6	4.4.1	New order GANGINJ
6	4.5	Amended reference to Supervised Community Treatment
9	1	Reference to #DN transaction
9	4	Additions to paging options within #DL
10	2.1.1	QUEST searching on initials not advisable
Appendix 8		Conditional Cautions added
Appendix 9	2	Additional detail regarding Fail To Appear procedure
Appendix 9	35	Revised introduction to Conditional Cautions workaround

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 11.01)</b>
8	3.1	Place of Birth update in record with FCH reports is now allowed

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	List of Changes

**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Volume 2, Version 11.02)</b>
Glossary	Interpol	New entry
1	2.3	Microfiche charge no longer applies
4	9.2	CONCEALS Warning Signal added
4	10.1	RELEASED SUPERVISED/UNSUPERVISED Info Marker added
4	10.1	Extra detail about system generated (dummy) Information Markers
4	35, 35.4	New postcode lookup function within #NA and #NU
5	1.4	Extra information about summons process for NPPAs
5	25	New process for Prevention of Terrorism/Deportation Orders
5	26.5	Additional guidance on the recording of Conditional Cautions
6	4.3.1	Harbourer's Warning changed to Child Abduction Warning
6	4.3.1	Use of Locate/Info for Threats to Life Warnings or Referrals
6	4.3.2	Use of Locate/Info for Scottish Supervision Orders
6	4.4.1	New Youth Rehabilitation Order added
6	8.10	Correction to example of weed date
6	9	Brand names must not be used in Wanted/Missing text
6	11.7	New text on Sexual Offences Prevention Order and Notification
6	12	New section on Violent Offender Order and Notification

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Version 11.02)</b>
1	1.5	Role of NIS no longer applicable
4	10.1	NO LICENCE Information Marker is no longer displayed
5	3.3	SOCA removed from list of national forces doing their own updates
5	3.6, 25	Historic process for PoT/Deportation Order offences

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">List of Changes</span>
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**Additions / Amendments**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Version 12.01)</b>
2	Appendix 7	Minor changes to clarify permitted use of #VE and #VM

**Deletions**

<b>CHAPTER</b>	<b>SECTION</b>	<b>DESCRIPTION OF CHANGE (Version 12.01)</b>
None		

N.B. Highlighted parts of this document denote wording that has changed since the previous version.

**The PNC User Manual, version 12.01**  
For Use by Authorised Staff Only                      Amendment Request Form

**Part 1 – Suggestion for Amendment to PNC Manual**

*4.1 Person requesting amendment*

Name..... Force/Station Code.....  
Telephone Number..... Email.....  
Position..... Date.....

*Please outline the exact sections that you consider require amendment, using a different form for each request that covers a different subject*

Chapter.....Section(s).....

*Please give exact details of the text that is to be corrected altered or added.* Continue on a plain piece of paper if necessary. Please also email text of full amendment to your PNC Liaison Officer for forwarding to NPJA once the amendment has been approved.

*Where the request is supported by a reference to another document please state below the relevant document.* Attach a copy if available.

*4.2 To be completed by the relevant force PNC Liaison Officer*

Name (block capitals)..... Forwarded to the relevant Working Group for consideration  
Signed..... Force.....  
Telephone Number..... Email..... Date.....

**The PNC User Manual, version 12.01**  
For Use by Authorised Staff Only                      Amendment Request Form

**Part 2 – Decision by Vehicles or Names Group**

*To be completed by the relevant Working Group Chair - please tick one box only*

- 1. The amendment to the Manual is approved
- 2. The amendment to the Manual is approved but with the changes below:

- .....
- 3. The amendment to the manual outlined above is rejected (for the reason shown below)
- .....

- 4. Approval of the Police PNC Policy and Prioritisation Group (P4G) is needed

Signed.....                      On behalf of the PNC Vehicles Working Party/Names Group

Date.....

*Action to be taken next, depending on box ticked above*

- 1,2 Submit to NPIA, PNC Customer Support, Hendon Data Centre for the attached amendment to be made to the PNC Manual
- 3. Return to the originating force PNC Liaison Officer
- 4. Forward to the P4G for further consideration

**Part 3 – Approval of P4G** *(applicable only if box 4 above is ticked)*

To: NPIA, PNC Customer Support, Hendon Data Centre

**Please arrange for the attached amendment to be made to the PNC Manual**

Signed.....

On behalf of the P4G.....                      Date.....

**Part 4 – Publication of Amendment** *(NPIA use only)*

To: (Chair of Vehicles Working Party).....

The amendment outlined above has been incorporated within the updated version of the PNC Manual. This will be available in version..... on .....

Signed.....

On behalf of NPIA, PNC Customer Support                      Date.....

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

<b>GLOSSARY OF TERMS .....</b>	<b>1</b>
<b>CHAPTER 1 - INTRODUCTION .....</b>	<b>8</b>
<b>1. INTRODUCTION TO THE PNC MANUAL AND ASSOCIATED TOPICS .....</b>	<b>8</b>
1.1. PURPOSES OF THIS MANUAL .....	8
1.2. AVAILABILITY .....	8
1.3. AMENDMENTS .....	8
1.4. CONTENT QUERIES.....	8
<b>2. NATURE AND OUTLINE OF THE SYSTEM.....</b>	<b>8</b>
2.1. ORGANISATIONS WITH FULL ACCESS .....	8
2.2. RESTRICTED ACCESS .....	9
2.3. OTHER APPROVED ACCESS .....	9
2.4. END USER ACCESS AND MOBILE DATA TERMINALS .....	9
2.5. ACCESS TO THE SYSTEM .....	9
2.6. MAIN USES OF THE SYSTEM.....	9
2.6.1. <i>Patrol checks</i> .....	9
2.6.2. <i>Vehicles</i> .....	10
2.6.3. <i>Names</i> .....	10
2.6.4. <i>Checks at the time of Arrest</i> .....	10
2.6.5. <i>Employment checks</i> .....	10
2.7. PNC SYSTEM CAPACITY .....	10
<b>3. CURRENT APPLICATIONS .....</b>	<b>11</b>
3.1. GENERAL .....	11
3.2. VEHICLES APPLICATION .....	11
3.3. NAMES APPLICATION .....	11
3.4. PROPERTY APPLICATION .....	12
<b>4. HENDON DATA CENTRE .....</b>	<b>12</b>
4.1. COMPUTER OPERATIONS .....	12
4.2. SERVICE DESK.....	12
4.2.1. <i>Service Desk Availability</i> .....	12
4.2.2. <i>Service Desk Procedures</i> .....	12
4.2.3. <i>Service Desk Objectives</i> .....	13
4.2.4. <i>General Queries</i> .....	13
4.3. BATCH AND MEDIA SERVICES .....	13
4.3.1. <i>Objectives</i> .....	13
4.3.2. <i>Functions</i> .....	13
4.3.3. <i>Batch Control System</i> .....	13
4.3.4. <i>Scheduled Batch Jobs</i> .....	13
4.3.5. <i>Ad Hoc Batch Jobs</i> .....	14
4.4. SECURITY.....	14
4.5. OTHER FUNCTIONS.....	14
4.6. SERVICE LEVEL AGREEMENTS .....	14
<b>5. TRAINING .....</b>	<b>15</b>
5.1. COURSES AVAILABLE .....	15
5.1.1. <i>Police Training Roles Learning and Development Programme</i> .....	15
5.1.2. <i>Managers' Course</i> .....	15
5.1.3. <i>Vehicle and Property Enquiry Course</i> .....	15
5.1.4. <i>Names Enquiry Course</i> .....	15
5.1.5. <i>Vehicle and Property Update Course</i> .....	15
5.1.6. <i>Names - Wanted Missing and Disqualified Driver Update Course</i> .....	16
5.1.7. <i>Names - Offence Processing</i> .....	16
5.1.8. <i>Vehicle On-Line Descriptive Search (VODS) Course</i> .....	16
5.1.9. <i>Queries Using Enhanced Search Techniques (QUEST) Course</i> .....	16

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

5.2. TRAINING MATERIALS .....	16
5.3. THE TRAINING FILE .....	17
5.4. OPERATOR TRAINING IN FORCE .....	17
5.5. TRAINING CONDITIONS .....	17
5.6. FURTHER TRAINING ADVICE .....	17
<b>6. GETTING STARTED ON THE PNC .....</b>	<b>18</b>
6.1. CONNECTING & LOGGING ON/OFF TO/FROM PNC .....	18
6.1.1. <i>Connecting to PNC</i> .....	18
6.2. LOG ON SCREEN .....	18
6.2.1. <i>User-ID</i> .....	18
6.2.2. <i>Password</i> .....	18
6.2.3. <i>Mode</i> .....	18
6.2.4. <i>New Password</i> .....	18
6.3. INVALID LOG ON ATTEMPTS .....	19
6.4. INVALID PASSWORD .....	19
6.5. BARRED TERMINALS AND USER-IDS .....	19
6.6. AUTHORISED PERSONS .....	19
6.7. ACCESS CONTROL TRANSACTIONS .....	20
<b>7. SUCCESSFUL LOG ON .....</b>	<b>20</b>
7.1. OTHER FIELDS ON SCREEN .....	20
7.2. TERMINAL NAME .....	21
7.3. FORCE/STATION CODES .....	21
7.4. LIST OF FORCE STATION CODES .....	21
7.5. CHANGES OF FORCE STATION CODES .....	21
7.6. ENQUIRY POINTS .....	22
<b>8. TRANSACTION NUMBERS .....</b>	<b>22</b>
8.1. PURPOSE OF TRANSACTION NUMBERS .....	22
8.2. TRANSACTION TIME LIMIT .....	22
8.3. DATE/TIME STAMP .....	22
<b>9. MESSAGE LOG .....</b>	<b>22</b>
9.1. MESSAGE LOG AVAILABILITY .....	22
<b>10. HELP FACILITIES .....</b>	<b>23</b>
10.1. HELP SCREENS .....	23
10.2. FORCE/STATION CODE HELP .....	23
<b>11. BULLETIN BOARD (#BB) .....</b>	<b>23</b>
11.1. TRAINING BULLETIN BOARD (#BB) .....	23
<b>12. SECURITY AND DATA PROTECTION .....</b>	<b>24</b>
12.1. SYSTEM SECURITY .....	24
12.2. USER RESPONSIBILITIES .....	24
12.3. DATA PROTECTION .....	24
12.4. SECURITY FOR THE PNC .....	24
12.5. MONITORING .....	25
12.6. SECURITY ENQUIRIES .....	25
<b>13. FAULTS AND ENQUIRIES .....</b>	<b>25</b>
13.1. A TERMINAL FAILURE OR MALFUNCTION .....	25
13.2. OUTPUT ENQUIRIES .....	25
13.3. DESCRIPTIVE/SPECIAL SEARCHES .....	25
13.4. CORRUPTED RECORDS .....	25
13.5. UNDERSTANDING DATA .....	25
13.6. LESS URGENT ROUTINE ENQUIRIES .....	25
13.7. REQUESTS FOR NO DISRUPTION TO PNC SERVICES .....	25



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

<b>14. HARDWARE AND SYSTEM STRUCTURE.....</b>	<b>26</b>
14.1. TERMINALS .....	26
14.2. THE COMMUNICATIONS NETWORK .....	26
14.3. THE OPERATIONAL COMPUTER SYSTEM .....	26
14.4. THE DEVELOPMENT COMPUTER SYSTEM .....	26
<b>15. SYSTEM OPERATION .....</b>	<b>26</b>
15.1. DIRECTLY CONNECTED TERMINALS .....	26
15.2. STIF REPLACEMENT GATEWAYS (SRG) .....	27
15.3. OTHER PNC INTERFACES .....	27
<b>APPENDIX 1 - TABLE OF ACPO AND PNC ABBREVIATIONS.....</b>	<b>29</b>
<b>APPENDIX 2 - ETHNIC APPEARANCE CODES .....</b>	<b>36</b>
<b>APPENDIX 3 - STANDARD REASON CODES.....</b>	<b>37</b>
<b>APPENDIX 4 - USEFUL CONTACT DETAILS .....</b>	<b>38</b>
<b>APPENDIX 5 - TRANSACTION CODES .....</b>	<b>41</b>
<b>APPENDIX 6 - FORCE CODES .....</b>	<b>46</b>
<b>APPENDIX 7 - REQUEST FORM FOR NO DISRUPTION TO PNC SERVICES.....</b>	<b>49</b>
<b><u>CHAPTER 2 - VEHICLES APPLICATION .....</u></b>	<b><u>51</u></b>
<b>1. DESCRIPTION OF VEHICLE RECORDS .....</b>	<b>51</b>
1.1. POLICE MARKERS .....	52
1.2. DVLA MARKERS.....	52
1.3. DVLA MARKERS RELATING TO CHANGE OF KEEPER.....	54
1.4. DVLA MARKERS RELATING TO KEEPER DETAILS .....	55
1.5. OTHER MARKERS .....	55
1.5.1. <i>BLOCKED</i> .....	55
1.5.2. <i>IN CONFIDENCE - POLICE EYES ONLY</i> .....	56
1.5.3. <i>Void Record</i> .....	56
1.5.4. <i>RETENTION VRM</i> .....	56
1.6. CHERISHED TRANSFER RECORD.....	57
1.7. VEHICLES WITH 'Q' PREFIX NUMBER PLATES.....	57
<b>2. RECORD LIFE AND WEEDING.....</b>	<b>57</b>
2.1. NORMAL/VOID RECORDS .....	57
2.2. VRO RECORDS .....	57
2.3. POLICE RECORDS .....	57
2.4. CHERISHED TRANSFER RECORDS .....	57
<b>3. DESCRIPTION OF POLICE REPORTS .....</b>	<b>58</b>
3.1. REPORT TYPE - MANDATORY .....	58
3.2. REPORT OWNER - MANDATORY .....	60
3.3. REPORT CREATOR - OPTIONAL .....	60
3.4. REFERENCE - MANDATORY (FOR CONFIRMATION) .....	60
3.5. INCIDENT DATE(S) - OPTIONAL .....	60
3.6. TEXT - MANDATORY .....	60
3.6.1. <i>Personal information</i> .....	60
3.6.2. <i>Abbreviations</i> .....	61
3.6.3. <i>Motorcycle Records</i> .....	61
3.6.4. <i>Email Address for automatic notifications</i> .....	61
<b>4. HAZARDS .....</b>	<b>61</b>

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

<b>5. REPORT LIFE AND WEEDING .....</b>	<b>62</b>
5.1. WEEDING PROCEDURES .....	62
<b>6. ENQUIRIES ON VEHICLE RECORDS.....</b>	<b>62</b>
6.1. COMPLETE RECORD ENQUIRY (#VE) .....	63
6.1.1. <i>Formatted Search</i> .....	63
6.1.2. <i>Unformatted Search</i> .....	63
6.1.3. <i>Types of Response</i> .....	63
6.1.4. <i>Motor Insurance</i> .....	63
6.1.5. <i>MOT Expiry Date</i> .....	65
6.1.6. <i>Vehicle Excise Licence (VEL)</i> .....	65
6.1.7. <i>Paging</i> .....	65
6.2. BASIC RECORD ENQUIRY (#VK) .....	66
6.3. VEHICLE OWNER ENQUIRY (#VO) .....	66
6.4. VEHICLE IDENTIFICATION NUMBER (VIN) ENQUIRY (#VC).....	66
6.4.1. <i>Formatted Search</i> .....	66
6.4.2. <i>Unformatted Search</i> .....	67
6.4.3. <i>The Search Process</i> .....	67
6.4.4. <i>Search Response</i> .....	67
6.4.5. <i>Make Input</i> .....	68
6.4.6. <i>Types of Response</i> .....	68
6.4.7. <i>Marking and displaying</i> .....	68
6.4.8. <i>Response</i> .....	69
6.4.9. <i>Paging and Printing</i> .....	69
6.5. MULTIPLE VEHICLE RECORD ENQUIRY (#VM).....	69
6.5.1. <i>Formatted Search</i> .....	69
6.5.2. <i>Unformatted Search</i> .....	69
6.5.3. <i>Paging and Printing</i> .....	69
6.6. MULTIPLE BASIC VEHICLE RECORD ENQUIRY (#VL) .....	69
6.7. PARTIAL VRM SEARCH (#VP).....	70
6.7.1. <i>Minimum Requirements for Search</i> .....	70
6.7.2. <i>Running the Search</i> .....	70
6.7.3. <i>Missing Numbers</i> .....	71
6.7.4. <i>Missing Letters</i> .....	71
6.7.5. <i>Choice of Output</i> .....	71
6.7.6. <i>Paging</i> .....	71
6.8. FULL POSTCODE SEARCH (#VF) .....	71
6.8.1. <i>Use of Postcode/Address search facility (optional)</i> .....	72
6.8.2. <i>Running the Search</i> .....	72
6.8.3. <i>Viewing the Output</i> .....	72
6.8.4. <i>Summary Screens</i> .....	72
6.9. VEHICLE RECORD ENQUIRY INCLUDING S.29(3) INSURANCE CHECK (#VI).....	72
6.9.1. <i>Formatted Search</i> .....	73
6.9.2. <i>Unformatted Search</i> .....	73
6.9.3. <i>Paging and Printing</i> .....	73
<b>7. VEHICLE ON-LINE DESCRIPTIVE SEARCH (VODS) .....</b>	<b>73</b>
7.1. CHOICE OF OPERATORS .....	74
7.2. SYSTEM CONTENT - VEHICLE TABLES .....	74
7.2.1. <i>Make Table</i> .....	74
7.2.2. <i>Model Table</i> .....	75
7.2.3. <i>Colour Table</i> .....	75
7.2.4. <i>Vehicle Body Type Table</i> .....	75
7.2.5. <i>Vehicle Record Office (VRO) Table</i> .....	76
7.2.6. <i>Postcode Table</i> .....	76
7.2.7. <i>Make Group Table</i> .....	76
7.2.8. <i>Model Group Table</i> .....	76
7.2.9. <i>Hazards List</i> .....	76

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only

Contents

7.2.10. Force Part of Email .....	76
7.2.11. INF/ACT Key Phrases .....	77
7.2.12. ACT Report Priority/Action .....	77
7.3. THE SEARCH FUNCTION .....	77
7.4. INITIAL SCREEN .....	77
7.4.1. Colour Searching on VODS .....	78
7.4.2. Model Searching on VODS .....	79
7.5. SECOND SCREEN .....	79
7.6. SEARCH RESULTS AND PRINT DISPLAY .....	80
7.6.1. Search Result Facilities .....	81
7.6.2. Extended facilities with #VH .....	82
7.7. SUPPORT AND ADVICE .....	82
7.8. LEGAL REQUIREMENTS - ENGLAND AND WALES .....	82
7.9. LEGAL REQUIREMENTS - SCOTLAND .....	82
<b>8. UPDATE AND MAINTENANCE OF VEHICLE RECORDS .....</b>	<b>83</b>
8.1. SINGLE RECORDS (#VU) .....	83
8.1.1. #VU Entitlements for Record Creation/Maintenance .....	84
8.2. REPORT CREATION/MAINTENANCE .....	84
8.2.1. #VU Entitlements for Report Creation/Maintenance .....	86
8.3. MULTIPLE RECORDS .....	86
8.3.1. Multiple Insertion of a Report (#VV) .....	86
8.3.2. Multiple Confirmation of a Report (#VW) .....	86
8.3.3. Multiple Deletion of a Report (#VX) .....	86
<b>9. USING THE APPLICATION - PROCEDURES .....</b>	<b>86</b>
9.1. VEHICLE REPORTED LOST OR STOLEN (OR OBTAINED BY DECEPTION) #VU .....	86
9.1.1. Type of Response .....	87
9.1.2. Vehicle Stolen in Different Force Area .....	87
9.1.3. Stolen Trade Plates .....	87
9.2. VEHICLE RE-STOLEN PRIOR TO RECOVERY BY LOSER .....	87
9.3. VEHICLE REPORTED LOST OR STOLEN AND RECORD SHOWS INCORRECT ENGINE NUMBER ..	87
9.4. CONFIRMATION OF LOS REPORTS .....	88
9.5. REMINDERS AND WEEDING OF UNCONFIRMED REPORTS .....	88
9.6. REMINDERS AND WEEDING OF CONFIRMED REPORTS .....	88
9.7. DVLA ACTIONS .....	88
9.8. ACTION WHEN A VEHICLE IS RECOVERED .....	88
9.9. THEFT OF A VEHICLE WITH TRAILER (OR CARAVAN) .....	89
9.10. THEFT OF AN UNREGISTERED VEHICLE .....	89
9.11. REPORTS OF OVERDUE HIRE .....	89
9.12. VEHICLES APPARENTLY ABANDONED .....	89
9.12.1. No Reports Present .....	89
9.12.2. Reports Present .....	89
9.13. REMOVED VEHICLES .....	89
9.13.1. Vehicles Removed by the Police .....	89
9.13.2. Vehicles Removed by Local Authority .....	90
9.13.3. Vehicles Removed by Private Contractor .....	90
9.13.4. Vehicles Removed by Highways Agency .....	90
9.14. VEHICLES REPOSSESSED BY A FINANCE COMPANY .....	90
9.15. WEEDING CRITERIA FOR FOUND REPORTS .....	90
9.16. VEHICLES OF SPECIAL INTEREST .....	90
9.16.1. Emergency Service Vehicles and use of Restricted Reports .....	90
9.16.2. Reminders and deletions .....	91
9.17. BLOCKED VEHICLES .....	91
9.18. ANPR, ACTION REPORTS AND INFORMATION REPORTS .....	91
9.18.1. Adding ACT and INF Reports .....	93
9.18.2. ACT or INF Reports on New Vehicles .....	93
9.18.3. Theft of Number Plates .....	93
9.18.4. Cloned Vehicles .....	93

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

9.18.5. <i>Firearms</i> .....	94
9.18.6. <i>Recently Sold Police Vehicles</i> .....	95
9.18.7. <i>Vehicle Stolen Abroad and Reported to a UK Force</i> .....	95
9.19. SEEN REPORTS .....	95
9.20. MO KEYWORDS IN VEHICLE REPORTS .....	95
9.20.1. <i>For Lost or Stolen Reports (LOS)</i> .....	95
9.20.2. <i>For Found Reports (FOU)</i> .....	96
9.20.3. <i>For Action (ACT) and Information Reports (INF)</i> .....	96
<b>10. DATA PROTECTION REQUIREMENTS</b> .....	<b>96</b>
10.1. ACCURACY AND RELEVANCE OF PNC INFORMATION .....	96
10.2. CHECKLISTS OF RECORDS .....	96
<b>APPENDIX 1 - VEHICLE COLOURS</b> .....	<b>97</b>
<b>APPENDIX 2 - VEHICLE BODY TYPES</b> .....	<b>98</b>
<b>APPENDIX 3 - VEHICLE IDENTIFICATION NUMBER</b> .....	<b>100</b>
<b>APPENDIX 4 - NON-POLICE ORGANISATIONS WHOSE VEHICLES ARE PROTECTED FROM PUBLIC ENQUIRY / ACCESS</b> .....	<b>103</b>
<b>APPENDIX 5 - DVLA VEHICLES SYSTEM</b> .....	<b>104</b>
<b>APPENDIX 6 - POLICE REQUEST FOR MIB TO SEARCH MOTOR INSURANCE DATABASE</b> .....	<b>106</b>
<b>APPENDIX 7 - MOTOR INSURANCE DATABASE FREQUENTLY ASKED QUESTIONS</b> .....	<b>115</b>
<b>CHAPTER 3 - PROPERTY APPLICATION</b> .....	<b>119</b>
<b>1. INTRODUCTION</b> .....	<b>119</b>
1.1. PURPOSE .....	119
1.2. OVERVIEW OF CONTENT .....	119
1.3. MAKE UP OF A PROPID NUMBER .....	119
1.4. HYBRID PROPERTY .....	120
<b>2. DESCRIPTION OF PROPERTY TYPES</b> .....	<b>120</b>
2.1. PLANT - 01 .....	120
2.2. ENGINES - 02 .....	120
2.3. TRAILERS - 03 .....	120
2.4. ANIMALS - 04 .....	120
2.5. MARINE CRAFT - 05 .....	120
2.6. FIREARMS - 06 .....	120
2.7. PHONES (NMPR) - 11 .....	120
<b>3. INFORMATION REQUIRED TO RECORD PROPERTY</b> .....	<b>120</b>
3.1. PLANT .....	121
3.2. ENGINES .....	121
3.3. TRAILERS & SIDECARS .....	122
3.4. ANIMALS .....	123
3.5. MARINE .....	123
3.6. FIREARMS .....	124
3.7. ADDITIONAL FIELDS FOR ALL PROPERTY TYPES .....	124
3.8. DESCRIPTION OF REPORT DETAILS .....	125
<b>4. METHODS OF ENQUIRY</b> .....	<b>126</b>
4.1. PROPERTY TYPE SEARCH OPTIONS .....	126

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

4.1.1. Plant - 01 .....	126
4.1.2. Engines - 02.....	126
4.1.3. Trailers/Sidecars - 03 .....	126
4.1.4. Animals - 04 .....	127
4.1.5. Marine - 05.....	127
4.1.6. Firearms - 06 .....	127
4.1.7. Phones (NMPR) - 11 .....	127
<b>5. HOW THE SYSTEM SEARCHES THE APPLICATION .....</b>	<b>127</b>
5.1. TYPES OF RESPONSE – PROPERTY TYPES 1 TO 6 .....	127
5.2. MARKING AND DISPLAYING RECORDS.....	128
5.3. TYPES OF RESPONSE – PROPERTY TYPE 11 .....	128
<b>6. FILE RECORD MAINTENANCE.....</b>	<b>128</b>
6.1. INTRODUCTION (#PU).....	128
6.2. FIELDS USED FOR UPDATING.....	129
6.3. RESPONSES .....	129
6.4. PROPERTY RECORD - OPTIONS.....	129
6.5. PROPERTY RECORD REPORT - OPTION AVAILABILITY .....	129
6.6. RECORD CREATED WITH NEW OWNER - TRANSACTION COMPLETED .....	130
6.7. PROPERTY RECORD REPORT - OPTIONS.....	130
<b>7. RECORD/REPORT LIFE AND WEEDING PROCEDURES .....</b>	<b>130</b>
7.1. RECORD LIFE .....	130
7.2. REPORT LIFE .....	131
7.3. WEEDING PROCEDURES .....	131
<b>8. OTHER FACILITIES .....</b>	<b>131</b>
8.1. ON-LINE DESCRIPTIVE SEARCHING.....	131
8.1.1. #PS - Property Search.....	131
8.1.2. #PM - Property Search Monitor .....	132
<b>9. DATA PROTECTION - ACCURACY AND RELEVANCE OF PNC INFORMATION</b>	<b>133</b>
<b>APPENDIX 1 – PLANT TYPES.....</b>	<b>134</b>
<b>CHAPTER 4 - BROADCAST APPLICATION .....</b>	<b>139</b>
<b>1. OVERVIEW OF THE APPLICATION .....</b>	<b>139</b>
1.1. MESSAGE ADDRESSES.....	139
1.2. CREATING BROADCAST MESSAGE (#BN) .....	139
1.3. PERSON IN BROADCAST CIRCULATION .....	140
1.4. MESSAGE LENGTH.....	140
1.5. MESSAGE CONTENT .....	140
1.6. NAMED PERSONS FIELDS .....	140
<b>2. SYSTEM RESPONSES .....</b>	<b>140</b>
<b>3. BROADCAST RETRIEVALS AND ENQUIRIES .....</b>	<b>141</b>
3.1. BROADCAST MESSAGE ENQUIRY (#BE).....	141
3.2. ACKNOWLEDGE RECEIPT OF BROADCAST MESSAGE (#BA).....	141
3.3. BROADCAST RECEIPT MESSAGE.....	141
3.4. BROADCAST RECEIPT ENQUIRY (#BR) .....	141
3.5. FORCE BROADCAST TERMINALS ENQUIRY .....	141
3.6. AMENDMENT FACILITIES .....	141
3.6.1. Change Broadcast Minimum Destination Value (on-line).....	141
3.6.2. Amend Force Broadcast Terminals (on-line).....	141
3.6.3. Delete Broadcast Message (Batch) .....	142

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

<b>4. TRAINING FACILITIES .....</b>	<b>142</b>
<b>5. PNC BROADCAST SCHEME RULES .....</b>	<b>142</b>
5.1. CLASSIFICATION OF MESSAGES.....	142
5.2. SECURITY.....	143
5.3. CONTROL .....	143
5.4. CIRCULATION OF PORT WARNINGS .....	143
5.5. FALL BACK PROCEDURE .....	143
5.6. EXTENT OF CIRCULATION .....	144
5.7. CIRCULATION WITHIN FORCES .....	144
5.8. MESSAGE LENGTH.....	144
5.9. DETAILS OF OFFENCE.....	144
5.10. SUSPECTED OFFENDERS.....	144
5.11. STOLEN MOTOR VEHICLES OR PLANT .....	144
5.12. STOLEN PROPERTY .....	145
5.13. CROSS REFERENCES AND CANCELLATIONS .....	145
5.14. MONITORING .....	145
5.15. OPERATION WHITTLE .....	145
5.16. CHILD RESCUE ALERTS.....	145
<b><u>CHAPTER 5 - COMBINED DIRECTORY.....</u></b>	<b>147</b>
<b>1. PURPOSE.....</b>	<b>147</b>
<b>2. INFORMATION RETRIEVAL.....</b>	<b>147</b>
2.1. ADDRESS AND POSTCODE ENQUIRY (#QA) .....	147
2.2. BROADCAST GROUP ENQUIRY (#QB) .....	148
2.3. COURT ENQUIRY (#QC).....	148
2.4. FORCE DETAIL ENQUIRY (#QF) .....	148
2.5. NAMES REFERENCE TABLE ENQUIRY (#QN).....	148
2.6. OFFENCE CODE ENQUIRY (#QO) .....	149
2.7. POST CENTRE ENQUIRY (#QP).....	149
2.8. FORCE/STATION DETAIL ENQUIRY (#QS).....	149
<b>3. UPDATES .....</b>	<b>150</b>
3.1. FORCE AND FORCE/STATION DETAILS (#QU) .....	150
3.2. DAILY ACTIVITY FILE REPORTS (#QV) .....	150
<b>4. FACILITIES AVAILABLE TO NPJA STAFF .....</b>	<b>150</b>
4.1. BROADCAST DESTINATION GROUPS.....	150
4.2. COURT CODES.....	150
4.3. POST CENTRE CODES.....	150
<b><u>CHAPTER 6 - TRANSACTION LOGGING.....</u></b>	<b>152</b>
<b>1. INTRODUCTION.....</b>	<b>152</b>
<b>2. INFORMATION RECORDED ON THE TRANSACTION LOG.....</b>	<b>152</b>
<b>3. RETRIEVALS – ON-LINE TRANSACTION LOG SEARCH (#TE) .....</b>	<b>153</b>
3.1. BASE LEVEL .....	153
3.2. FULL LEVEL.....	153
3.3. METHOD OF SEARCHING .....	155
3.4. NAMES SEARCHES USING 'WILD CARD' FACILITY .....	155
3.5. COUNT ONLY.....	156
3.5.1. <i>On Screen Options</i> .....	156
3.5.2. <i>Service Desk Capability</i> .....	156
3.6. INTERPRETATION OF TRANSACTION ENQUIRIES.....	156

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Contents</span>
---

**4. TRANSACTION LOG ENQUIRY (BATCH)..... 157****CHAPTER 7 - BATCH PROCESSING ..... 159****1. LAYOUT OF THIS CHAPTER..... 159**

- 1.1. BATCH JOBS WHICH MAY BE REQUESTED BY CUSTOMERS ON AN AD HOC BASIS ..... 159
- 1.2. BATCH JOBS WHICH ARE RUN ON A REGULAR BASIS ..... 159
- 1.3. SECURITY CLASSIFICATION OF BATCH OUTPUT ..... 159
- 1.4. DESPATCH OF BATCH OUTPUT ..... 159

**2. BATCH JOBS WHICH MAY BE REQUESTED AD HOC BY CUSTOMERS ..... 160**

- 2.1. ND200J - DD CHECKLIST..... 160
- 2.2. ND240J - DD UNCONFIRMED REPORT..... 161
- 2.3. NP230J - AUDIT/FULL/MONITOR/STATS REPORT ..... 162
- 2.4. NP255J - WARNING SIGNALS AND INFORMATION MARKER FORCE PRINT ..... 165
- 2.5. NPDNAR - DNA AUDIT PRINT..... 166
- 2.6. NPIMPJ - IMPENDING PROSECUTIONS DATA EXTRACT..... 168
- 2.7. NPFCHR - FIREARMS CERTIFICATE HOLDERS AUDIT/MONITOR PRINT ..... 169
- 2.8. NW200J - WM CHECKLIST ..... 171
- 2.9. NW210J - WM MISCELLANEOUS EXTRACT..... 172
- 2.10. NW240J - WMSEARCH..... 174
- 2.11. PR502J - CHECKLIST AND AUDIT REPORT ..... 176
- 2.12. QUSRCH - MAIN SEARCH..... 177
- 2.13. UT500J - TRANSACTION LOG SEARCH PRINT..... 184
- 2.14. UT700J - MESSAGE LOG SEARCH..... 186
- 2.15. VE502J - VEHICLES CHECKLIST AND AUDIT REPORT ..... 189

**3. SCHEDULED BATCH JOBS ..... 191**

- 3.1. DL600J - DRIVERS BATCH UPDATE ..... 191
- 3.2. ND007J - DD DVLA BATCH UPDATE ..... 192
- 3.3. ND010J - DD FILE WEED ..... 193
- 3.4. ND020J - DD DTPP WEED ..... 194
- 3.5. ND210J - DD EXPIRY DISPUTES REPORT..... 195
- 3.6. ND220J - DD STATISTICS REPORT..... 196
- 3.7. NP220J - DRUG ARRESTS STATISTICS REPORT ..... 197
- 3.8. NP270J - POSSIBLE DUPLICATE PERSONS REPORT..... 198
- 3.9. NP410J - FP DESTRUCTION PRINT ..... 199
- 3.10. NPADDR - ADDRESS STATISTICS AND DATA EXTRACT ..... 200
- 3.11. NPDAFR - DAF REPORTS..... 201
- 3.12. NPIPRM - BATCH IP REMINDERS..... 202
- 3.13. NPMKPR - MAKEOVER-PRISON REPORTS ..... 203
- 3.14. NPOFFP - OFFENCE TABLE PRINT ..... 204
- 3.15. NPOTFP - OUTSTANDING FINGERPRINTS STATUS ..... 205
- 3.16. NPPAFB - POSTCODE ADDRESS FILE BATCH UPDATE..... 206
- 3.17. NPPMSC - SPSA PERSONS-MASTER DELETIONS..... 207
- 3.18. NPPMST - PERSONS STATISTICS ..... 208
- 3.19. NPPRST - PROSECUTION STATISTICS ..... 209
- 3.20. NPWARM - WEED ACQUITTALS REMINDER ..... 210
- 3.21. NPWSIM - WARNING SIGNAL AND INFORMATION MARKER REMINDER REPORT  
211
- 3.22. NW001J - WM WEED ..... 212
- 3.23. NW220J - WM STATISTICS PRINT ..... 213
- 3.24. PR503J - PROPERTY REPORT STATISTICS ..... 214
- 3.25. PR602J - PROPERTY REPORTS WEED/REMINDER..... 215
- 3.26. PR604J - PROPERTY FOUND REPORTS PRINT ..... 216
- 3.27. PR605J - FIREARMS DOWNLOAD ..... 217
- 3.28. PR750J - PROPERTY DESCRIPTIVE SEARCH WEED..... 218
- 3.29. PR820J - PLANT DOWNLOAD ..... 219

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

3.30. TA400J - TABLES PRINT .....	220
3.31. VE503J - VEHICLES REPORT TYPES STATISTICS PRINT .....	221
3.32. VE601J - VEHICLES BATCH UPDATE .....	222
3.33. VE602J - VEHICLES REPORTS WEEDING/REMINDERS .....	223
3.34. VE603J - VEHICLES THEFT/RECOVERY NOTIFICATIONS .....	224
3.35. VE604J - VEHICLES FOUND REPORTS PRINT .....	225
<b>APPENDIX 1 .....</b>	<b>227</b>
<b>APPENDIX 2 .....</b>	<b>228</b>
<b><u>CHAPTER 8 - INTRODUCTION</u> .....</b>	<b>230</b>
<b>1. OVERVIEW OF THE NAMES APPLICATION.....</b>	<b>230</b>
<b>2. OVERVIEW OF NATIONAL RECORD KEEPING FUNCTIONS.....</b>	<b>232</b>
2.1 INTRODUCTION .....	232
2.2 FINGERPRINTS .....	232
2.3 MICROFICHE RECORD LIBRARY.....	233
2.4 SUBJECT ACCESS.....	233
2.5 MAINTENANCE OF RECORDS BY NPIA RECONCILIATIONS TEAM.....	233
2.6 FOREIGN POLICE INFORMATION.....	233
2.7 POLICE SERVICE OF NORTHERN IRELAND .....	234
2.8 DEPORTATION .....	234
2.8.1 Home Office Deportees .....	234
2.8.2 Others .....	234
2.9 EXTRADITION .....	235
2.10 PRISON INFORMATION.....	235
2.11 PHOENIX UPDATE .....	235
2.12 POLICE GAZETTE .....	235
2.13 NATIONAL METHOD INDEX .....	235
2.14 LIAISON AND MANAGEMENT CO-ORDINATION .....	236
2.15 TERRORISM CASES.....	236
2.16 MANUAL WEEDING OF RECORDS.....	236
<b>3. IDENT1 (FORMERLY NAFIS) .....</b>	<b>237</b>
<b>APPENDIX 1 - TABLE OF ACPO AND PNC ABBREVIATIONS.</b> ERROR! BOOKMARK NOT DEFINED.	
<b><u>CHAPTER 9 – HELP FACILITIES</u> .....</b>	<b>239</b>
<b>1. HELP FIELD .....</b>	<b>239</b>
<b>2. HELP SCREENS .....</b>	<b>239</b>
<b>3. HELP TABLES.....</b>	<b>239</b>
<b>4. DATA DEFINITIONS.....</b>	<b>240</b>
<b><u>CHAPTER 10 – HISTORICAL BACKGROUND TO RECORD KEEPING</u>.....</b>	<b>242</b>
<b>1. INTRODUCTION.....</b>	<b>242</b>
<b>2. PROCEDURES .....</b>	<b>243</b>
2.1 NIB74A.....	243
2.2 MAKEOVERS.....	243
2.3 NIB74B.....	244
2.4 NIB74C.....	244



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only
Contents

2.5	NIB74D.....	244
2.6	NIB74E.....	244
2.7	NIB74F.....	244
2.8	NIB74G.....	244
2.9	PRISON RELEASE FORMS (FORM 99) .....	245
2.10	FOREIGN NATIONALS .....	245
2.11	METHOD INDEX.....	245
2.12	BACK RECORD CONVERSION .....	245
<b>CHAPTER 11 - THE NOMINAL ELEMENT.....</b>		<b>247</b>
<b>1. INTRODUCTION.....</b>		<b>247</b>
<b>2. NAMES ENQUIRY TRANSACTION (#NE).....</b>		<b>247</b>
<b>3. FORMATTED ENQUIRY .....</b>		<b>247</b>
<b>4. SEARCH FACTORS.....</b>		<b>247</b>
4.1	NAME .....	247
4.2	NICKNAMES .....	248
4.3	PERMISSIBLE CHARACTERS .....	248
4.4	TITLES .....	248
4.5	COMPOUND NAMES .....	248
4.6	COMPANY NAMES.....	248
4.7	THE USE OF "INFORMATION" AS A SURNAME.....	249
4.8	NAMES ENQUIRY - OTHER DATA .....	249
4.8.1	<i>Date of Birth</i> .....	249
4.8.2	<i>Sex</i> .....	249
4.8.3	<i>Colour</i> .....	250
4.8.4	<i>Height</i> .....	250
4.9	NUMBER .....	250
4.9.1	<i>PNCID</i> .....	250
4.9.2	<i>Arrest/Summons reference</i> .....	250
4.9.3	<i>CRO Numbers</i> .....	250
4.9.4	<i>Driver Number</i> .....	251
4.9.5	<i>Local Force Reference</i> .....	252
4.9.6	<i>DNA Barcode Number</i> .....	252
4.9.7	<i>Identity Numbers</i> .....	252
4.10	ABANDONING THE TRANSACTION.....	252
<b>5. UNFORMATTED ENQUIRY .....</b>		<b>252</b>
<b>6. RESPONSES.....</b>		<b>253</b>
6.1	INSUFFICIENT INFORMATION .....	253
6.2	TRY MORE SEARCH FACTORS.....	253
6.3	NO TRACE.....	253
6.4	TRACE - 1 POSSIBLE .....	253
6.5	TRACE - MORE THAN ONE POSSIBLE.....	254
6.6	INFORMATION AVAILABLE ON SUMMARY SCREEN.....	254
6.6.1	<i>Name</i> .....	254
6.6.2	<i>Date of birth</i> .....	254
6.6.3	<i>Sex</i> .....	254
6.6.4	<i>Colour</i> .....	254
6.6.5	<i>Ethnic appearance code</i> .....	254
6.6.6	<i>Height</i> .....	255
6.6.7	<i>Place of Birth</i> .....	255
6.6.8	<i>Record Type Indicator</i> .....	255
6.7	RESPONSES USING PERMITTED REFERENCES.....	255
6.7.1	<i>Number Not Issued</i> .....	255

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

6.7.2 Invalid Number.....	255
6.7.3 Number Requested Has Been Deleted.....	255
<b>7. MARKING, DISPLAYING AND PAGING WITHIN A RESPONSE .....</b>	<b>255</b>
7.1 THE NAMES SUMMARY SCREEN .....	256
7.2 PAGING .....	256
7.3 DEFAULT ORDER OF DISPLAY.....	257
<b>8. RECORD DISPLAY MENU .....</b>	<b>258</b>
8.1 MAIN MENU .....	258
8.2 DESCRIPTIVE FILE (DF) .....	258
8.3 NOMINAL DISPLAY MENU .....	258
8.3.1 Contents of Menu.....	258
8.4 NOMINAL CONTENT OF NAMES RECORDS .....	259
8.4.1 General .....	259
8.4.2 Nominal Screen .....	259
8.4.3 Other nominal screen information .....	259
<b>9. WARNING SIGNALS.....</b>	<b>260</b>
9.1 INTRODUCTION .....	260
9.2 TYPE OF WARNING .....	261
9.3 INFORMATION CONTAINED ON WARNING SIGNALS.....	263
9.4 RETENTION PERIODS .....	263
<b>10. INFORMATION MARKERS .....</b>	<b>264</b>
10.1 TYPE OF INFORMATION MARKER .....	264
10.2 OTHER DETAILS CONTAINED .....	266
10.3 DEAD MARKERS .....	267
10.4 SEXUAL OFFENDERS .....	267
10.5 PROLIFIC AND PRIORITY OFFENDERS (FORMERLY PERSISTENT OFFENDERS) .....	267
10.6 INTENSIVE SUPERVISION AND SURVEILLANCE PROGRAMME (ISSP).....	267
<b>11. INTERNAL CROSS-REFERENCES.....</b>	<b>268</b>
11.1 INFORMATION ON INTERNAL CROSS-REFERENCE .....	268
11.1.1 Types of Internal Cross Reference .....	268
11.1.2 Other Information .....	268
<b>12. ALIASES .....</b>	<b>268</b>
12.1 NAMES/NICKNAMES .....	268
12.2 DATES OF BIRTH .....	269
<b>13. DESCRIPTION .....</b>	<b>269</b>
13.1 HEIGHT .....	269
13.2 BUILD .....	269
13.3 SHOE SIZE .....	269
13.4 EYE COLOUR .....	269
13.5 GLASSES WORN .....	270
13.6 HANDEDNESS .....	270
13.7 HAIR .....	270
13.8 FACIAL HAIR .....	270
13.9 ACCENT.....	270
13.10 NATIONALITY .....	270
13.11 MARKS/SCARS/ABNORMALITIES.....	270
<b>14. ADDRESSES.....</b>	<b>271</b>
<b>15. PLACES FREQUENTED.....</b>	<b>272</b>
<b>16. KNOWN ASSOCIATES .....</b>	<b>272</b>

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only
Contents

<b>17. OTHERS CHARGED</b> .....	<b>272</b>
<b>18. PHOTO LOCATION</b> .....	<b>272</b>
<b>19. LOCAL CROSS-REFERENCES</b> .....	<b>272</b>
19.1 INTELLIGENCE.....	272
19.2 INTEREST .....	273
19.3 INFORMATION HELD .....	273
19.4 OTHER INFORMATION.....	273
<b>20. POLICE CIRCULATIONS</b> .....	<b>273</b>
<b>21. OFFICERS WITH KNOWLEDGE</b> .....	<b>273</b>
<b>22. IDENTITY NUMBERS</b> .....	<b>273</b>
<b>23. PASSPORTS</b> .....	<b>274</b>
<b>24. OCCUPATIONS</b> .....	<b>274</b>
<b>25. CHARACTERISTICS</b> .....	<b>274</b>
25.1 DRESS .....	274
25.2 JEWELLERY .....	274
25.3 HABITS .....	274
25.4 SKILLS.....	274
<b>26. ORGANISATIONS</b> .....	<b>274</b>
<b>27. RECORD OTHER DETAILS</b> .....	<b>275</b>
<b>28. UNCONFIRMED UPDATES</b> .....	<b>275</b>
<b>29. ADMINISTRATIVE DATA</b> .....	<b>275</b>
<b>30. SIMULTANEOUS DRIVERS AND NAMES ENQUIRY (#DN)</b> .....	<b>276</b>
30.1 INTRODUCTION .....	276
30.2 FORMATTED ENQUIRY.....	276
30.3 UNFORMATTED ENQUIRY .....	276
30.4 RESPONSES .....	277
30.4.1 Possible responses to search of Names database.....	277
30.4.2 Possible responses to search of Drivers Licence database .....	277
30.4.3 Other possible responses .....	278
30.5 NAVIGATION BETWEEN SUMMARY LISTS .....	278
30.6 NAVIGATION BETWEEN NAMES AND DRIVERS RECORDS.....	278
30.7 WARNING MESSAGES.....	279
<b>31. NATIONAL POLICY ON NOMINAL DATA MAINTENANCE</b> .....	<b>279</b>
31.1 CREATION .....	279
31.2 AMENDMENTS AND UPDATES .....	279
31.2.1 General Rules .....	279
31.2.2 Number of Occurrences.....	280
31.2.3 Group Items.....	280
<b>32. TRANSACTION INTERPRETATION</b> .....	<b>280</b>
32.1 NAMES UPDATE TRANSACTION (#NU) .....	280
32.1.1 Formatted.....	280
32.1.2 Unformatted.....	281
32.1.3 New Records .....	281

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

32.2	RESPONSES TO #NU TRANSACTION .....	281
32.2.1	<i>Insufficient Information</i> .....	281
32.2.2	<i>No Trace</i> .....	281
32.2.3	<i>Trace</i> .....	281
32.3	AFTER CREATION .....	282
<b>33.</b>	<b>THE NOMINAL FIELD RULES FOR UPDATING .....</b>	<b>282</b>
33.1	CREATE MORE .....	282
33.2	ABANDON UPDATE .....	282
33.3	ABANDON TRANSACTION .....	283
33.4	WARNING SIGNALS .....	283
33.4.1	<i>WARNING</i> .....	283
33.4.2	<i>TEXT</i> .....	283
33.4.3	<i>DATE</i> .....	284
33.4.4	<i>F/S REFERENCE</i> .....	284
33.5	INFORMATION MARKERS .....	284
33.5.1	<i>MARKER</i> .....	284
33.5.2	<i>TEXT</i> .....	284
33.5.3	<i>DATE</i> .....	285
33.5.4	<i>F/S REFERENCE</i> .....	285
33.6	INTERNAL CROSS-REFERENCES.....	285
33.6.1	<i>XREF TYPE</i> .....	285
33.6.2	<i>PNCID</i> .....	286
33.6.3	<i>CHECKNAME</i> .....	286
33.6.4	<i>OWNER</i> .....	286
33.7	ALIAS NAMES, NICKNAMES AND COMPANY NAMES .....	286
33.7.1	<i>ALIAS NAME</i> .....	286
33.7.2	<i>NICKNAME</i> .....	286
33.7.3	<i>COMPANY NAME</i> .....	287
33.8	ALIAS DATES OF BIRTH .....	287
33.9	DESCRIPTION .....	287
33.9.1	<i>Date of Birth</i> .....	288
33.9.2	<i>Sex</i> .....	288
33.9.3	<i>Colour</i> .....	288
33.9.4	<i>Ethnic Appearance Code</i> .....	288
33.9.5	<i>Height</i> .....	289
33.9.6	<i>Build</i> .....	289
33.9.7	<i>Shoe Size</i> .....	289
33.9.8	<i>Eye Colour</i> .....	290
33.9.9	<i>Glasses</i> .....	290
33.9.10	<i>Handedness</i> .....	290
33.9.11	<i>Hair Type</i> .....	290
33.9.12	<i>Hair Colour</i> .....	291
33.9.13	<i>Features</i> .....	291
33.9.14	<i>Facial Hair</i> .....	292
33.9.15	<i>Accent</i> .....	292
33.9.16	<i>Place of Birth (POB)</i> .....	293
33.9.17	<i>Nationality</i> .....	293
33.9.18	<i>Driver Number</i> .....	293
33.9.19	<i>Marks/Scars/Abnormalities</i> .....	294
33.10	GENDER RECOGNITION ACT 2004 .....	295
33.10.1	<i>Gender Reassignment Field Rules</i> .....	295
33.10.2	<i>Ownership of Gender Reassignment information</i> .....	295
33.10.3	<i>Change of Identity</i> .....	296
33.10.4	<i>Disclosure of Gender Reassignment information</i> .....	296
<b>34.</b>	<b>THE BYPASS TRANSACTIONS .....</b>	<b>296</b>
34.1	NOMINAL UPDATE (#NN) .....	296
34.2	WARNING SIGNAL UPDATE (#NW).....	296

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

34.3 OTHER BYPASS TRANSACTION CODES .....	297
<b>35. ADDRESS INFORMATION.....</b>	<b>298</b>
35.1 DATE AT ADDRESS.....	298
35.2 TYPE .....	298
35.3 ADDRESS .....	298
35.4 POSTCODE .....	299
35.5 HOME FORCE .....	299
35.6 TELEPHONE.....	299
<b>36. PLACES FREQUENTED.....</b>	<b>300</b>
36.1 LOCATION .....	300
36.2 POSTCODE .....	300
<b>37. KNOWN ASSOCIATES .....</b>	<b>300</b>
37.1 PNCID OF ASSOCIATE .....	300
37.2 CHECKNAME.....	300
37.3 ASSOCIATE'S NAME .....	301
37.4 ASSOCIATE'S ADDRESS .....	301
37.5 POSTCODE .....	301
37.6 RELATIONSHIP.....	301
<b>38. PHOTO LOCATIONS .....</b>	<b>302</b>
38.1 LOCATION .....	302
38.2 DATE OF PHOTO .....	302
38.3 ARREST/SUMMONS REFERENCE .....	302
<b>39. LOCAL REFERENCES .....</b>	<b>302</b>
39.1 FORCE/STATION CODE.....	303
39.2 REFERENCE.....	303
39.3 INTELLIGENCE INDICATOR .....	303
39.4 INTEREST MARKER .....	303
39.5 DATE.....	303
<b>40. POLICE CIRCULATIONS .....</b>	<b>303</b>
40.1 TITLE/SOURCE.....	303
40.2 DATE OF ISSUE .....	304
40.3 CASE REFERENCE .....	304
<b>41. OFFICERS WITH KNOWLEDGE .....</b>	<b>304</b>
41.1 NAME .....	304
41.2 RANK.....	304
41.3 NUMBER .....	305
41.4 DISTRICT/DIVISION .....	305
<b>42. IDENTITY NUMBERS .....</b>	<b>305</b>
42.1 TYPE .....	305
42.2 NUMBER .....	305
<b>43. PASSPORTS.....</b>	<b>306</b>
43.1 PASSPORT NUMBER .....	306
43.2 COUNTRY OF ISSUE .....	306
43.3 ISSUING OFFICE.....	306
43.4 ISSUE DATE.....	306
43.5 EXPIRY DATE.....	307
43.6 OTHER DETAILS .....	307
<b>44. OCCUPATIONS.....</b>	<b>307</b>
44.1 DATE.....	307

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

44.2 OCCUPATION .....	307
<b>45. CHARACTERISTICS .....</b>	<b>307</b>
45.1 DRESS .....	308
45.2 JEWELLERY .....	308
45.3 HABITS/MANNERISMS .....	308
45.4 SKILLS .....	308
<b>46. ORGANISATIONS .....</b>	<b>308</b>
46.1 ORGANISATION NAME .....	309
46.2 ADDRESS AND POSTCODE.....	309
46.3 NATURE OF ORGANISATION.....	309
46.4 RELATIONSHIP OF SUBJECT.....	309
<b>47. RECORD OTHER DETAILS .....</b>	<b>309</b>
47.1 TEXT .....	309
<b><u>CHAPTER 12 - THE OFFENCE PROCESSING ELEMENT .....</u></b>	<b><u>312</u></b>
<b>1. SOURCES OF OFFENCE PROCESSING DATA.....</b>	<b>312</b>
1.1 SOURCE INPUT DOCUMENT .....	312
1.2 COURTS .....	313
1.3 PRISON SERVICE .....	313
1.4 NON-POLICE PROSECUTING AGENCIES .....	313
1.5 EUROPEAN ARREST WARRANTS .....	314
1.5.1 <i>General</i> .....	314
1.5.2 <i>Creating an Offence</i> .....	314
1.5.3 <i>Court and Disposal Details</i> .....	314
<b>2. OFFENCE PROCESSING ELEMENT - RECORD AND REPORT CONTENT.....</b>	<b>314</b>
2.1 ARREST/SUMMONS REPORT .....	315
2.2 OFFENCE DETAILS.....	315
2.3 METHOD .....	316
2.4 USE OF METHOD DATA IN CONNECTION WITH EVIDENCE OF BAD CHARACTER .....	316
2.5 KEYWORDS.....	316
2.6 OTHERS CHARGED .....	316
2.7 DISPOSALS.....	317
2.8 ARREST/SUMMONS REFERENCE.....	317
2.9 REMAND INFORMATION.....	318
2.9.1 <i>Bail Conditions (BC)</i> .....	318
2.10 DNA REPORT SUMMARY .....	318
2.11 IMPENDING PROSECUTION .....	319
2.12 DISPOSAL SUMMARY.....	319
2.13 DISPOSAL HISTORY.....	320
2.14 CUSTODY HISTORY.....	321
2.15 SENTENCE CUSTODY.....	321
<b>3. NATIONAL POLICY ON RECORD KEEPING.....</b>	<b>322</b>
3.1 GENERAL .....	322
3.2 OWNERSHIP.....	322
3.3 ARRESTS BY NATIONAL FORCES AND AGENCIES .....	323
3.4 SECTION 31 & SECTION 41 OF THE POLICE AND CRIMINAL EVIDENCE ACT 1984, AS AMENDED BY THE SERIOUS ORGANISED CRIME AND POLICE ACT 2005 .....	323
3.5 AMENDING ARREST / SUMMONS ERRORS.....	324
<b>4. OFFENCE PROCESSING ELEMENT MAINTENANCE.....</b>	<b>324</b>
4.1 GENERAL .....	324
4.2 OFFENCE DETAILS.....	324
4.3 ARREST/SUMMONS REPORT DETAILS .....	325

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

4.4	REMAND DETAILS .....	326
4.5	HELD DETAILS .....	326
4.6	RELEASE DETAILS .....	327
4.7	AMEND ARREST/SUMMONS DESCRIPTIVE DETAIL (#AV).....	327
4.8	CREATE DISPOSAL GROUP (#CI) .....	328
4.8.1	<i>BRC Pre-Phoenix Results (available through #CI or #NU)</i> .....	328
4.9	MAINTAIN DISPOSAL GROUP (#CU).....	329
4.9.1	<i>Amending a Case</i> .....	329
4.9.2	<i>Resulting a Case</i> .....	329
4.9.3	<i>Result Unobtainable</i> .....	330
4.9.4	<i>Add a Subsequent Appearance</i> .....	330
4.10	MAKEOVER (#ND) .....	331
4.10.1	<i>Possible Makeover Merger Variants</i> .....	331
4.10.2	<i>Records which may be Merged On-line (by Forces)</i> .....	332
4.10.3	<i>Makeovers involving Firearms Certificate Holder</i> .....	332
<b>5.</b>	<b>THE BYPASS TRANSACTIONS .....</b>	<b>332</b>
5.1	ARREST/SUMMONS UPDATE (#AU).....	332
5.2	MAINTAIN CUSTODY/RELEASE DETAILS (#NG).....	333
5.3	MAINTAIN MO (#NK) .....	333
<b>6.</b>	<b>ARREST/SUMMONS REPORT FIELD RULES.....</b>	<b>333</b>
6.1	PROCESS STAGE.....	333
6.2	PROCESS STAGE DATE/TIME .....	334
6.3	PHOTO LOCATION .....	334
6.4	PHOTO LOCATION DATE .....	334
6.5	FP STATUS .....	334
6.6	DNA STATUS .....	335
6.6.1	<i>Force DNA Location</i> .....	335
6.6.2	<i>Sample Barcode</i> .....	336
6.6.3	<i>Date of Sample</i> .....	336
6.6.4	<i>Sample Type</i> .....	336
6.6.5	<i>Sent to Lab</i> .....	336
6.6.6	<i>DNA FS/Ref</i> .....	336
6.6.7	<i>DNA Test Method</i> .....	337
6.6.8	<i>DNA Verification</i> .....	337
6.6.9	<i>DNA Issues</i> .....	337
6.7	A/S NAME.....	337
6.8	A/S DATE OF BIRTH .....	337
6.9	PROSECUTING AGENT.....	338
6.10	ARRESTING OFFICER.....	338
6.11	REPORT OWNER .....	338
<b>7.</b>	<b>CREATING AN OFFENCE.....</b>	<b>339</b>
7.1	COPY OFFENCE: A/S REFERENCE.....	339
7.2	OFFENCE NUMBER.....	340
7.3	ORIGINATOR .....	340
7.4	CRIME OFFENCE REFERENCE.....	340
7.5	COMMITTED ON BAIL .....	340
7.6	OFFENCE QUALIFIER .....	341
7.7	ACPO/CJS CODE.....	341
7.8	OFFENCE DESCRIPTION .....	341
7.9	START DATE/TIME .....	342
7.10	END DATE/TIME.....	342
7.11	OFFENCE LOCATION FORCE/STATION CODE .....	342
7.12	MARK TO ENTER AN OFFENCE LOCATION ADDRESS .....	342
7.13	LOCATION DESCRIPTION .....	343
7.14	ADD METHOD/DRESS?.....	343
7.15	CREATE MORE?.....	343

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Contents

7.16	OFFENCE VERIFICATION .....	343
<b>8.</b>	<b>CREATE OFFENCE ADDRESS.....</b>	<b>343</b>
8.1	OFFENCE ADDRESS .....	343
8.2	POSTCODE .....	343
<b>9.</b>	<b>METHOD/DRESS.....</b>	<b>344</b>
9.1	METHOD .....	344
9.2	DRESS .....	344
<b>10.</b>	<b>ADDITIONAL INFORMATION .....</b>	<b>344</b>
10.1	TEXT .....	344
<b>11.</b>	<b>HOW THE OFFENCES ARE TO BE DEALT WITH .....</b>	<b>345</b>
11.1	LINK ALL OFFENCES ETC .....	345
11.2	ADD REMAND DETAILS .....	345
<b>12.</b>	<b>COURT APPEARANCE .....</b>	<b>345</b>
12.1	COURT CODE .....	345
12.2	COURT NAME .....	346
12.3	APPEARANCE DATE.....	346
12.4	FORCE/STN IN CASE.....	346
<b>13.</b>	<b>REMAND INFORMATION .....</b>	<b>346</b>
13.1	RESULT OF APPEARANCE .....	346
13.2	REMAND/HEARING ON .....	346
13.3	AT (FCE/STN CODE) .....	347
13.4	COURT CODE .....	347
13.5	COURT NAME .....	347
13.6	NEXT APPEARING ON .....	347
13.7	AT (FCE/STN CODE) .....	347
13.8	COURT CODE .....	347
13.9	COURT NAME .....	348
13.10	UPDATE IMPENDING PROSECUTIONS .....	348
<b>14.</b>	<b>FURTHER REMAND DETAILS .....</b>	<b>348</b>
<b>15.</b>	<b>BREACH OF BAIL DETAILS.....</b>	<b>349</b>
15.1	DATE CONDITIONS IMPOSED .....	349
15.2	DATE OF BREACH.....	349
15.3	NATURE OF BREACH .....	349
<b>16.</b>	<b>ADD BAIL CONDITIONS.....</b>	<b>349</b>
16.1	ADD BAIL CONDITIONS .....	349
<b>17.</b>	<b>ADD BAIL ADDRESS.....</b>	<b>350</b>
<b>18.</b>	<b>ADD LOCAL AUTHORITY DETAILS.....</b>	<b>350</b>
<b>19.</b>	<b>ADD CUSTODY DETAILS .....</b>	<b>350</b>
19.1	OWNER .....	350
19.2	TEXT .....	350
19.3	CREATE PERIOD IN INSTITUTION .....	350
<b>20.</b>	<b>PERIODS IN INSTITUTION .....</b>	<b>351</b>
20.1	DATE OF DETENTION .....	351
20.2	END OF DETENTION .....	351
20.3	INSTITUTION CODE .....	351
20.4	POLICE DETENTION AT .....	351



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

20.5	PRISONER NUMBER .....	352
20.6	CREATE RELEASE DETAILS .....	352
<b>21.</b>	<b>RELEASE DETAILS .....</b>	<b>352</b>
21.1	RELEASE DATE.....	352
21.2	REASON FOR RELEASE.....	352
21.3	DATE DUE BACK.....	353
21.4	DATE RETURNED .....	353
21.5	SENTENCE EXPIRY DATE .....	353
21.6	RECALL DATE OF ISSUE (SCD26 AND SPSA FUNCTION).....	353
21.7	PAROLE REFERENCE.....	353
21.8	LICENCE TYPE.....	353
21.9	CONDITIONS .....	354
21.10	TEXT .....	354
21.11	ENTER RELEASE ADDRESS .....	354
<b>22.</b>	<b>SUPERVISORY RELEASE DETAILS .....</b>	<b>354</b>
22.1	SUPERVISOR .....	354
22.2	ADDRESS .....	354
22.3	SUPERVISION START DATE .....	355
22.4	SUPERVISION END DATE.....	355
<b>23.</b>	<b>COURT DISPOSALS.....</b>	<b>355</b>
23.1	RESULTING OF COURT CASES .....	355
23.2	DISPOSAL DATE .....	356
23.3	PLEA .....	356
23.4	ADJUDICATION .....	356
23.5	TIC.....	357
23.6	OTHER TIC.....	357
23.7	DISPOSAL .....	357
23.8	DURATION OF SENTENCE.....	357
23.9	DATE.....	358
23.10	AMOUNT .....	358
23.11	UNITS.....	358
23.12	TEXT .....	358
23.13	QUALIFIER .....	358
23.14	DURATION OF SUSPENSION PERIOD.....	359
23.15	SUBSEQUENT APPEARANCE .....	359
23.16	REASON FOR APPEARANCE.....	359
23.17	APPEARANCE OWNER .....	359
<b>24.</b>	<b>NO FURTHER ACTION .....</b>	<b>360</b>
24.1	FORCE/STATION REFERENCE .....	360
24.2	NFA DATE .....	360
24.3	TEXT .....	360
<b>25.</b>	<b>POT/DEPORTATION DETAILS.....</b>	<b>360</b>
<b>26.</b>	<b>CREATE CAUTION DETAILS.....</b>	<b>361</b>
26.1	FORCE/STATION REFERENCE .....	361
26.2	DATE OF CAUTION .....	361
26.3	CAUTIONING OFFICER .....	361
26.4	NAME CAUTIONED.....	362
26.5	TYPE OF CAUTION .....	362
<b>27.</b>	<b>CREATE REPRIMAND AND FINAL WARNING DETAILS .....</b>	<b>362</b>
27.1	FORCE/STATION REFERENCE .....	362
27.2	DATE OF REPRIMAND OR WARNING .....	363
27.3	OFFICER ADMINISTERING REPRIMAND OR WARNING .....	363

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

27.4	NAME REPRIMANDED OR WARNED .....	363
27.5	FAILURE TO COMPLY WITH REHABILITATION PROGRAMME FOLLOWING FINAL WARNING ....	363
<b>28.</b>	<b>CREATE PENALTY NOTICE FOR DISORDER DETAILS .....</b>	<b>363</b>
28.1	FORCE/STATION REFERENCE .....	364
28.2	DATE OF PENALTY NOTICE FOR DISORDER .....	364
28.3	PENALTY NOTICE NUMBER .....	364
28.4	PENALTY NOTICE AMOUNT .....	364
28.5	PENALTY NOTICES HEARD AT COURT .....	364
<b>29.</b>	<b>CUSTODY HISTORY .....</b>	<b>364</b>
29.1	CUSTODY DATE .....	365
29.2	COURT CASE REFERENCE .....	365
29.3	OWNER .....	365
29.4	FP STATUS .....	365
29.5	FP BUREAU .....	365
29.6	TEXT .....	365
29.7	CREATE PERIOD IN INSTITUTION .....	365
29.8	CREATE MORE .....	366
<b>30.</b>	<b>RETENTION GUIDELINES .....</b>	<b>366</b>
30.1	PRINCIPLES OF DATA RETENTION .....	366
<b>APPENDIX 1 – NPA1, NPA2 AND NPA3 FORMS .....</b>		<b>367</b>
<b>CHAPTER 13 - THE WANTED/MISSING ELEMENT .....</b>		<b>374</b>
<b>1.</b>	<b>OVERVIEW OF WANTED MISSING .....</b>	<b>374</b>
<b>2.</b>	<b>SOURCES OF DATA .....</b>	<b>374</b>
2.1	POLICE AND OTHER AGENCIES .....	374
2.2	THE NIS .....	374
<b>3.</b>	<b>NATIONAL POLICY REGARDING REPORT MAINTENANCE .....</b>	<b>374</b>
3.1	CREATION .....	374
3.2	OWNERSHIP OF DATA .....	375
3.3	REPORT LIFE .....	375
3.4	AMENDMENTS AND UPDATES .....	376
3.5	TRANSFER OF REPORTS .....	376
3.6	RECORD DELETION .....	376
<b>4.</b>	<b>CATEGORIES OF WANTED/MISSING PERSONS .....</b>	<b>377</b>
4.1	ABSCOND .....	377
4.2	DESERT .....	377
4.3	LOCATE .....	378
4.3.1	<i>Locate for Criminal Purposes .....</i>	<i>378</i>
4.3.2	<i>Locate for Other Reasons .....</i>	<i>379</i>
4.4	ORDER .....	379
4.4.1	<i>Classes of Order which may be Input .....</i>	<i>379</i>
4.4.2	<i>Historic Classes of Order .....</i>	<i>381</i>
4.5	RECALL .....	381
4.6	WANTED .....	381
4.7	CLASSES THAT DO NOT REQUIRE QUALIFIERS .....	381
<b>5.</b>	<b>WANTED/MISSING REPORT CONTENT .....</b>	<b>382</b>
5.1	DATE .....	383
5.2	LOCATION .....	383
5.3	POWER .....	383
5.4	FS REFERENCE .....	383

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Contents

5.5	REPORTED .....	384
5.6	WEED BY .....	384
5.7	TEXT .....	384
<b>6.</b>	<b>OFF-LINE SEARCHES .....</b>	<b>384</b>
<b>7.</b>	<b>UPDATING WM REPORTS.....</b>	<b>385</b>
7.1	THE #NU TRANSACTION.....	385
7.2	UPDATE .....	385
7.3	CREATE .....	385
7.4	AFTER CREATION.....	385
7.5	BYPASS TRANSACTIONS .....	386
7.6	INSERTING A REPORT (#WI).....	386
7.7	AMENDING A REPORT (#WA) .....	386
7.8	DELETING A REPORT (#WD).....	387
7.9	TRANSFERRING REPORTS FROM ONE RECORD TO ANOTHER (#WT).....	387
7.10	RETENTION OF REPORTS (#WR) .....	388
<b>8.</b>	<b>WANTED/MISSING ELEMENT FIELD RULES .....</b>	<b>388</b>
8.1	CLASS.....	388
8.2	OFFENCE/CLASS QUALIFIER .....	388
8.3	F/S REFERENCE .....	389
8.4	CASE PAPERS .....	389
8.5	POWER OF ARREST.....	390
8.6	WARRANT BACKED FOR BAIL .....	390
8.7	FAILED TO APPEAR.....	390
8.8	INCIDENT DATE.....	390
8.9	REPORT DATE.....	391
8.10	WEED DATE .....	391
8.11	OFFENCE LOCATION.....	391
<b>9.</b>	<b>WANTED/MISSING TEXT REQUIREMENTS .....</b>	<b>391</b>
9.1	GENERAL TEXT.....	392
9.2	PREVIOUS SCREEN.....	393
<b>10.</b>	<b>NPF SCREENS .....</b>	<b>393</b>
10.1	COURT .....	393
10.2	AMOUNT .....	393
10.3	WARRANT DATE .....	393
<b>11.</b>	<b>FIELD RULES FOR ORDERS (REGISTERED SEX OFFENDERS).....</b>	<b>393</b>
11.1	FS/REFERENCE .....	394
11.2	CASE PAPERS .....	394
11.3	POWER.....	394
11.4	REPDATE.....	394
11.5	A/S REFERENCE NUMBER .....	394
11.6	FREE TEXT.....	394
11.7	SEX OFFENDER ORDERS .....	395
11.8	GENERAL INFORMATION .....	397
<b>12.</b>	<b>VIOLENT OFFENDER ORDER AND NOTIFICATION.....</b>	<b>397</b>
<b>13.</b>	<b>DETAINED REPORT AUTO BROADCAST .....</b>	<b>397</b>
13.1	OFFICER DEALING.....	397
13.2	TELEPHONE.....	397
<b>14.</b>	<b>FOOTBALL EXCLUSION ORDERS .....</b>	<b>398</b>
	<b><u>CHAPTER 14 - THE DISQUALIFIED DRIVER ELEMENT .....</u></b>	<b><u>400</u></b>

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

<b>1. SOURCES OF DISQUALIFIED DRIVER DATA .....</b>	<b>400</b>
1.1 COURTS .....	400
1.2 DVLA.....	401
1.3 TYPES OF DISQUALIFICATION .....	401
<b>2. DISQUALIFIED DRIVER REPORT CONTENT .....</b>	<b>402</b>
2.1 DISQUALIFIED UNTIL .....	402
2.2 DVLA EXPIRY DATE .....	402
2.3 F/S REFERENCE .....	402
2.4 COURT .....	402
2.5 DATE.....	402
2.6 DVLA CONFIRMED/UNCONFIRMED .....	403
2.7 EXPIRY DATE IN DISPUTE.....	403
<b>3. NATIONAL POLICY ON REPORT MAINTENANCE .....</b>	<b>403</b>
3.1 CREATION .....	403
3.2 REPORT OWNERSHIP.....	403
3.3 AMENDMENTS AND UPDATES .....	403
3.4 CONFIRMATION OF REPORTS .....	403
3.5 TRANSFER OF REPORTS .....	403
3.6 APPEALS AND EARLY REMOVAL OF DISQUALIFICATIONS .....	404
3.7 REDUCTION IN DISQUALIFICATION FOLLOWING DRINK/DRIVER REHABILITATION.....	404
3.8 REPORT LIFE .....	404
3.9 RECORD DELETION.....	405
<b>4. TRANSACTION INTERPRETATION.....</b>	<b>405</b>
4.1 THE #NU TRANSACTION.....	405
<b>5. FIELD RULES .....</b>	<b>406</b>
5.1 F/S REFERENCE .....	406
5.2 COURT .....	406
5.3 COURT DATE.....	406
5.4 EXPIRY.....	406
5.5 TEST REQUIRED .....	407
5.6 TEXT .....	407
<b>6. BY PASS TRANSACTIONS.....</b>	<b>407</b>
6.1 INSERTING A REPORT (#DI) .....	407
6.2 AMENDING A REPORT (#DA).....	407
6.3 CONFIRMATION OF DISQUALIFICATION EXPIRY DATE (#DC) .....	407
6.4 TRANSFERRING REPORTS FROM ONE RECORD TO ANOTHER (#DT) .....	408
6.5 DELETING A REPORT (#DD) .....	408
<b><u>CHAPTER 15 – FIREARMS CERTIFICATE HOLDERS.....</u></b>	<b>410</b>
<b>1. INTRODUCTION.....</b>	<b>410</b>
1.1 NEW PNC ELEMENT.....	410
<b>2. EXCHANGE OF DATA .....</b>	<b>410</b>
2.1 INTERFACE WITH NFLMS .....	410
2.2 CREATION OF DATA .....	410
2.3 PNC ENQUIRIES.....	411
2.4 NATIONAL POLICY REGARDING REPORT MAINTENANCE .....	411
<b>3. CHANGES TO EXISTING NAMES UPDATE FACILITIES.....</b>	<b>411</b>
3.1 NASC UPDATES .....	411
<b>4. SEARCH FACILITIES .....</b>	<b>411</b>

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

4.1	ON-LINE SEARCH TRANSACTIONS .....	411
<b>5.</b>	<b>ON-LINE DISPLAY .....</b>	<b>412</b>
<b>6.</b>	<b>ON-LINE PRINTS .....</b>	<b>413</b>
<b>7.</b>	<b>DAF AND RELATED FUNCTIONS .....</b>	<b>413</b>
7.1	STANDARD DAF REPORTS .....	413
7.2	MANDATORY DAF REPORTS .....	413
<b>8.</b>	<b>WEEDING .....</b>	<b>414</b>
8.1	FCH REPORT WEEDING .....	414
8.2	RECORD WEEDING .....	415
8.3	OTHER WEEDING TASKS (WM, DD, ACQUITTALS) .....	415
<b>9.</b>	<b>BATCH PRINT FACILITIES .....</b>	<b>415</b>
<b>10.</b>	<b>QUEST .....</b>	<b>415</b>
<b><u>CHAPTER 16 – DRIVERS APPLICATION</u>.....</b>		<b>417</b>
<b>1.</b>	<b>INTRODUCTION.....</b>	<b>417</b>
<b>2.</b>	<b>SEARCH PARAMETERS (#DL).....</b>	<b>417</b>
<b>3.</b>	<b>RESPONSES.....</b>	<b>419</b>
3.1	NO TRACE ON PARAMETERS ENTERED .....	419
3.2	INSUFFICIENT SEARCH PARAMETERS SPECIFIED .....	419
3.3	INCORRECT DRIVER NUMBER .....	419
3.4	ONE RECORD MATCHED .....	419
3.5	MULTIPLE MATCHES.....	419
3.6	MATCHES ON PREVIOUS AND CROSS REFERENCED DRIVER NUMBERS AND NAMES .....	419
<b>4.</b>	<b>INFORMATION AVAILABLE ON SUMMARY SCREEN .....</b>	<b>419</b>
4.1	PAGING .....	420
4.2	PRINTING.....	420
4.3	NOMINAL SCREEN – NS.....	420
4.3.1	<i>Record Type</i> .....	420
4.3.2	<i>Disqualified Until</i> .....	421
4.3.3	<i>Address</i> .....	421
4.3.4	<i>Birthplace</i> .....	421
4.3.5	<i>Licence Type</i> .....	421
4.3.6	<i>Licence Issue Number</i> .....	421
4.3.7	<i>Counterpart Issue Number</i> .....	421
4.3.8	<i>Commencement Date</i> .....	421
4.3.9	<i>Expiry Date</i> .....	421
4.3.10	<i>Record last updated</i> .....	421
4.4	CROSS REFERENCE DETAILS – XR .....	421
4.5	CURRENT FULL ENTITLEMENTS – FE.....	422
4.6	CURRENT PROVISIONAL ENTITLEMENTS – PE .....	422
4.7	UNCLAIMED TEST PASS DETAILS – UT .....	422
4.8	STOPS/MARKERS - SM.....	422
4.9	DOCUMENT TRAIL – DT.....	422
4.10	SUMMARY OF DRIVING OFFENCES – ES .....	423
4.11	ENDORSEMENT DETAILS – ED .....	423
4.11.1	<i>Conviction Court</i> .....	423
4.11.2	<i>Conviction Date</i> .....	423
4.11.3	<i>Offence Code</i> .....	423
4.11.4	<i>Offence Date</i> .....	423

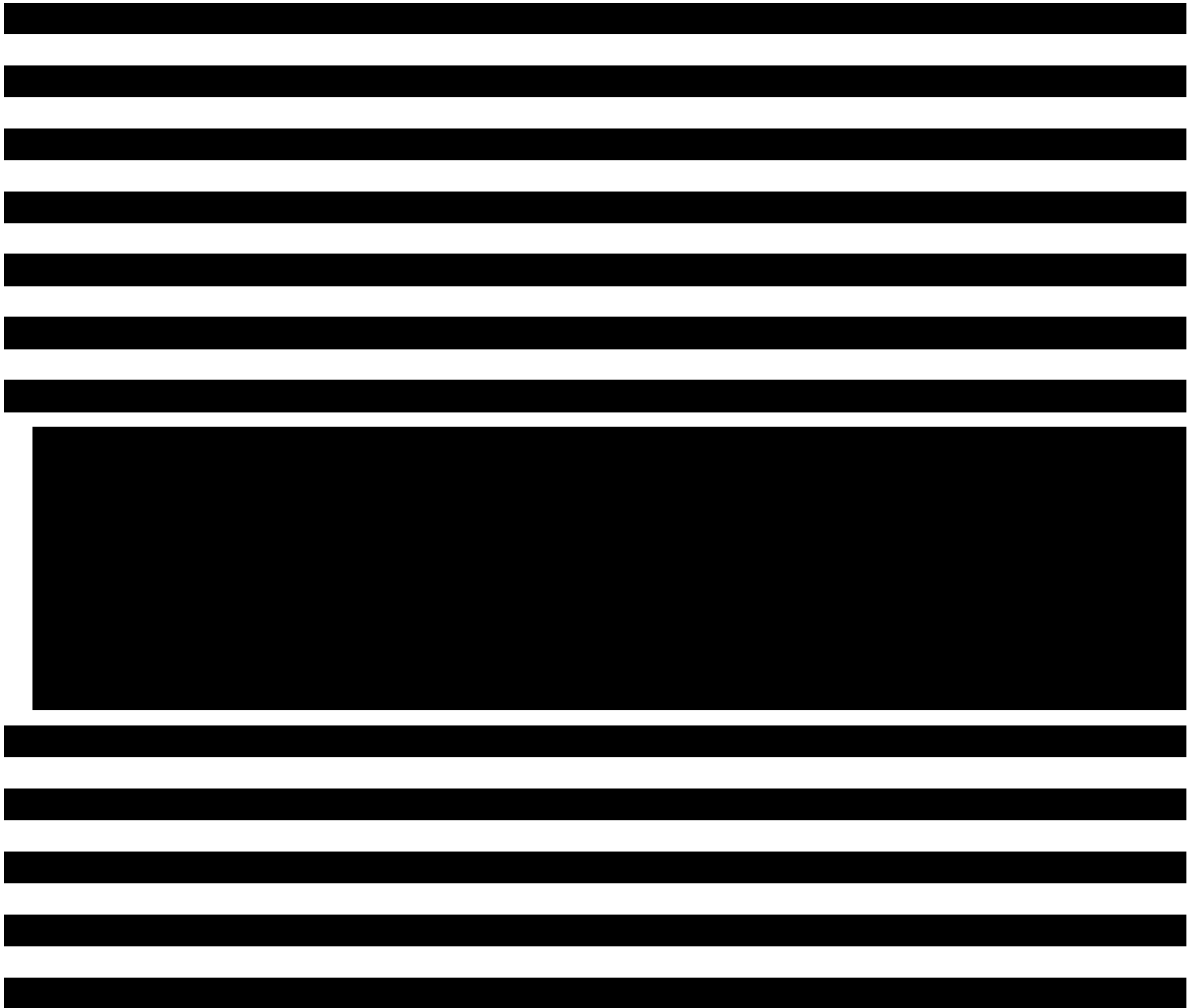
<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

4.11.5	Fine .....	423
4.11.6	Points.....	423
4.11.7	Disq Period.....	423
4.11.8	Other Sentence.....	423
4.11.9	Suspended Sentence .....	424
4.11.10	Date Disq Removed.....	424
4.11.11	DTTP/DPS .....	424
4.11.12	Sentencing Court .....	424
4.11.13	Sentence Date.....	424
4.11.14	Disq Pending Appeal.....	424
4.11.15	Appeal Date .....	424
4.11.16	Disq Reimposed.....	424
4.11.17	Appeal Court .....	424
4.11.18	Rehab Reduction.....	424
<b>5.</b>	<b>.....</b>	<b>424</b>
<b>6.</b>	<b>DRIVERS TABLE ENQUIRY .....</b>	<b>425</b>
6.1	DRIVERS TABLE CATEGORIES .....	425
6.2	PAGING .....	425
<b>CHAPTER 17 - QUEST.....</b>		<b>427</b>
<b>1. INTRODUCTION.....</b>		<b>427</b>
1.1	QUEST TRANSACTIONS.....	427
<b>2. QUEST INPUT SCREENS FOR SEARCHING .....</b>		<b>428</b>
2.1	SCREEN 1 - DESCRIPTIVE FEATURES.....	428
2.1.1	Name .....	428
2.1.2	Age.....	428
2.1.3	Sex .....	429
2.1.4	Colour .....	429
2.1.5	Ethnic Appearance .....	429
2.1.6	Height .....	429
2.1.7	Eye Colour .....	430
2.1.8	Handedness .....	430
2.1.9	Build .....	430
2.1.10	Accent .....	430
2.1.11	Shoe size.....	430
2.1.12	Nationality .....	430
2.1.13	Glasses worn.....	430
2.1.14	Occupation.....	431
2.1.15	Hair Type.....	431
2.1.16	Facial Hair Type.....	431
2.1.17	Hair Colour.....	431
2.1.18	D/G (Dyed or Greying) .....	431
2.1.19	Dyed colour.....	431
2.1.20	Features .....	432
2.2	SCREEN 2 - POST CODE SEARCHES .....	432
2.2.1	Home .....	432
2.2.2	Offence.....	432
2.2.3	Places Frequented.....	432
2.2.4	Business .....	432
2.2.5	Other .....	432
2.2.6	Post Code Matching .....	433
2.3	SCREEN 3 - MARKS, SCARS AND ABNORMALITIES; OFFENCE CODES; MO KEYWORDS ....	433
2.3.1	Marks and Scars .....	433
2.3.2	ACPO Offence Codes.....	434
2.3.3	Method Type & Method Keywords.....	434

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

2.4	SCREEN 4 - FORCE STATION CODES .....	435
2.4.1	Force Codes .....	435
2.5	OPTIONS .....	435
2.5.1	Functionalities .....	435
2.5.2	Paging .....	436
<b>CHAPTER 18 - PRINTER TRANSACTIONS .....</b>		<b>438</b>
<b>1.</b>	<b>INTRODUCTION.....</b>	<b>438</b>
1.1	TYPES OF PRINTOUT .....	438
1.2	SCREEN PRINT.....	438
<b>2.</b>	<b>ON-LINE PRINT .....</b>	<b>438</b>
<b>3.</b>	<b>POLICE PRINT .....</b>	<b>439</b>
3.1	DESCRIPTIVE INFORMATION .....	439
3.2	INTELLIGENCE INFORMATION .....	439
3.3	RECORD SUMMARY INFORMATION .....	439
3.4	DNA INFORMATION .....	439
3.5	IMPENDING PROSECUTIONS.....	439
3.6	HISTORICAL ARREST/DISPOSAL INFORMATION .....	440
3.7	CURRENT REMAND/BAIL INFORMATION .....	440
3.8	HISTORICAL REMAND/BAIL INFORMATION .....	440
3.9	BREACH OF BAIL INFORMATION .....	440
3.10	CUSTODY INFORMATION.....	440
3.11	RECORD ADMINISTRATION.....	440
3.12	WANTED/MISSING INFORMATION .....	440
3.13	DISQUALIFIED DRIVERS INFORMATION .....	440
3.14	FIREARMS CERTIFICATE INFORMATION.....	441
<b>4.</b>	<b>DISCLOSURE PRINT .....</b>	<b>441</b>
<b>5.</b>	<b>ICPO PRINT ID NOT CONFIRMED .....</b>	<b>441</b>
<b>6.</b>	<b>ICPO PRINT - ID CONFIRMED.....</b>	<b>441</b>
<b>7.</b>	<b>PROSECUTORS AND COURT MULTIPLE PRINTS.....</b>	<b>441</b>
<b>8.</b>	<b>PROSECUTORS PRINT .....</b>	<b>441</b>
<b>9.</b>	<b>WITNESS PRINT .....</b>	<b>442</b>
<b>10.</b>	<b>COURT/DEFENCE/PROBATION PRINT .....</b>	<b>442</b>
<b>11.</b>	<b>PROBATION SERVICE PRINT (PRE-SENTENCE REPORT PRINT ONLY)....</b>	<b>442</b>
<b>12.</b>	<b>PRISON PRINT .....</b>	<b>442</b>
<b>13.</b>	<b>SOURCE INPUT DOCUMENT .....</b>	<b>442</b>
<b>14.</b>	<b>DAILY ACTIVITY FILE.....</b>	<b>442</b>
<b>15.</b>	<b>BATCH PRINTS .....</b>	<b>443</b>
<b>16.</b>	<b>OUTSTANDING FINGERPRINT STATUS - BATCH PRINT.....</b>	<b>443</b>
<b>CHAPTER 19 - NAMES MATCHING SYSTEM.....</b>		<b>445</b>
<b>1.</b>	<b>NAMES MATCHING INTRODUCTION.....</b>	<b>445</b>

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>



**CHAPTER 20 – SYSTEM MANAGEMENT AND DATA QUALITY ..... 457**

**1. INTRODUCTION..... 457**

**2. MANAGEMENT ISSUES ..... 457**

2.1 SYSTEM USERS ..... 457

2.1.1 #SC Transaction ..... 457

2.1.2 #SG Transaction ..... 458

2.1.3 #SE Transaction ..... 458

2.1.4 #SD Transaction ..... 458

2.1.5 #SP Transaction ..... 458

2.1.6 #SU Transaction ..... 458

2.1.7 #SL Transaction ..... 459

2.1.8 #SZ Transaction ..... 459

2.2 SECURITY OF SYSTEM USE..... 459

2.2.1 #TE Transaction as an Auditing Tool..... 459

2.2.2 Breaches of Legislation ..... 459

2.2.3 Full Transcript of Transactions (Message Log) ..... 459

2.3 DATA QUALITY..... 460

2.3.1 The Vehicle File..... 460

2.3.2 The Property File..... 460

2.3.3 The Names File..... 460

2.3.4 Directory Tables..... 461

2.4 THE AUDIT PROCESS ..... 461

2.4.1 Local Force Audits ..... 461



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

2.4.2 <i>The HMIC Audit Process</i> .....	462
2.5 PERFORMANCE STATISTICS .....	462
2.5.1 <i>Monthly Statistics issued by NPIA</i> .....	462
2.5.2 <i>#NS Transaction</i> .....	462
2.5.3 <i>#NR Transaction</i> .....	463
2.6 ACTIVITY STATISTICS .....	463
<b><u>APPENDIX 1 - MARKS/SCARS/ABNORMALITIES KEYWORDS</u></b> .....	<b>466</b>
<b><u>APPENDIX 2 - BYPASS TRANSACTIONS</u></b> .....	<b>469</b>
<b><u>APPENDIX 3 - WANTED MISSING</u></b> .....	<b>470</b>
<b>1. RELATIONSHIP OF INITIAL RETENTION PERIOD TO EACH CLASS/OFFENCE</b> <b>470</b>	
<b><u>APPENDIX 4 - WANTED MISSING</u></b> .....	<b>471</b>
<b>1. WEED DATES IN ABSCOND AND RECALL CASES</b> .....	<b>471</b>
<b><u>APPENDIX 5 - HOME OFFICE CIRCULARS ON DISCLOSURE OF CRIMINAL RECORDS</u></b> .....	<b>473</b>
<b><u>APPENDIX 6 - MATRIX OF DAF REPORTS AGAINST POSSIBLE REPORT RECIPIENTS</u></b> .....	<b>476</b>
<b><u>APPENDIX 7 - CODE MEANINGS</u></b> .....	<b>479</b>
<b><u>APPENDIX 8 - DATA ITEM ENTITLEMENTS IN PRINTOUTS</u></b> .....	<b>483</b>
<b><u>APPENDIX 9 - PROCEDURAL GUIDE</u></b> .....	<b>496</b>
<b>1. REMAND IN CARE (SECURE &amp; NON-SECURE ACCOMMODATION)</b> .....	<b>496</b>
<b>2. FAIL TO APPEAR</b> .....	<b>497</b>
<b>3. ARREST FOR FAIL TO APPEAR</b> .....	<b>498</b>
<b>4. DESTRUCTION ORDERS</b> .....	<b>499</b>
<b>5. BINDOVERS</b> .....	<b>499</b>
<b>6. PARENTAL BINDOVERS</b> .....	<b>500</b>
<b>7. FORFEITURE OF RECOGNISANCE (INCLUDING BREACH OF BINDOVERS)</b> .	<b>500</b>
<b>8. ADJOURNED SINE DIE</b> .....	<b>501</b>
<b>9. REINSTATE ADJOURNED SINE DIE</b> .....	<b>501</b>
<b>10. BACK RECORD CONVERSION</b> .....	<b>502</b>
<b>11. UPDATE PRE-1981 CONVICTION</b> .....	<b>502</b>
<b>12. UPDATE POST-1981 CASES ON A PRE-1981 RECORD</b> .....	<b>503</b>
<b>13. ADDING REMANDS TO "LOADED FROM PNC2" RECORDS</b> .....	<b>504</b>
<b>14. REFER TO COURT CASE</b> .....	<b>505</b>

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Contents</span>

<b>15.</b>	<b>REFER TO COURT CASE DISPOSAL.....</b>	<b>505</b>
<b>16.</b>	<b>REFER TO COURT CASE REMAND .....</b>	<b>507</b>
<b>17.</b>	<b>ADDING A FURTHER REMAND TO REFER COURT CASE .....</b>	<b>509</b>
<b>18.</b>	<b>RESULTING A REMAND - REFER COURT CASE .....</b>	<b>510</b>
<b>19.</b>	<b>UPDATE OF CUSTODY DETAILS.....</b>	<b>511</b>
<b>20.</b>	<b>AT RISK - CUSTODY UPDATES .....</b>	<b>511</b>
<b>21.</b>	<b>AT RISK - WEED .....</b>	<b>511</b>
<b>22.</b>	<b>APPEALS .....</b>	<b>512</b>
<b>23.</b>	<b>RELEASED ON BAIL PENDING APPEAL.....</b>	<b>513</b>
<b>24.</b>	<b>CUSTODY DETAILS - AMENDMENT PENDING APPEAL .....</b>	<b>514</b>
<b>25.</b>	<b>APPEAL DISMISSED .....</b>	<b>515</b>
<b>26.</b>	<b>DISQUALIFICATION SUSPENDED PENDING APPEAL.....</b>	<b>516</b>
<b>27.</b>	<b>REDUCTION IN DISQUALIFICATION AFTER DRINK/DRIVER REHABILITATION .....</b>	<b>517</b>
<b>28.</b>	<b>APPEALS - OFFENCE AMENDED/SENTENCE VARIED .....</b>	<b>518</b>
<b>29.</b>	<b>APPEALS - SENT FOR RE-TRIAL .....</b>	<b>519</b>
<b>30.</b>	<b>PRISON WRITE-OFFS .....</b>	<b>520</b>
<b>31.</b>	<b>FAILURE TO COMPLY WITH REHABILITATION PROGRAMME .....</b>	<b>520</b>
<b>32.</b>	<b>ENTERING AND RESULTING BREACH OF COURT ORDERS .....</b>	<b>521</b>
<b>33.</b>	<b>CRIMINAL JUSTICE ARRESTEES .....</b>	<b>527</b>
<b>34.</b>	<b>POLICE TO POLICE REMANDS, SECTION 47(3) PACE.....</b>	<b>527</b>
<b>35.</b>	<b>CONDITIONAL CAUTIONS .....</b>	<b>528</b>
<b>36.</b>	<b>FIXED PENALTY NOTICES.....</b>	<b>530</b>
	<b><u>APPENDIX 10 – MODUS OPERANDI (MO) KEYWORDS .....</u></b>	<b><u>532</u></b>
<b>1.</b>	<b>INTRODUCTION.....</b>	<b>532</b>
1.1	WHEN TO USE KEYWORDING .....	532
1.2	WHAT SHOULD BE KEYWORDED .....	533
<b>2.</b>	<b>KEYWORD CATEGORIES .....</b>	<b>534</b>
2.1	PREMISES/LOCATION .....	534
2.2	ENTRY/EXIT POINT .....	535
2.3	ENTRY METHOD.....	535
2.4	MEANS EMPLOYED.....	536
2.5	INSTRUMENT USED.....	536
2.6	PROPERTY INVOLVED .....	536

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Contents

2.7	CHARACTER ASSUMED .....	537
2.8	TRADEMARKS .....	537
2.9	VICTIM.....	538
<b>3.</b>	<b>MO KEYWORD TRANSACTIONS.....</b>	<b>538</b>
3.1	ADDITION OF MO KEYWORDS (#NK) .....	538
3.2	ENTERING KEYWORDS .....	539
3.3	OTHER TRANSACTION CODES .....	539
<b>4.</b>	<b>OFFENCES CONSIDERED WORTHY OF MO KEYWORDING.....</b>	<b>540</b>
	<b><u>APPENDIX 11 – MATRIX OF DATA ITEMS FOR EACH FCH REPORT TYPE.....</u></b>	<b><u>541</u></b>

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Glossary

**GLOSSARY OF TERMS**

Absolute Disqualification	A specified period of disqualification from driving (e.g. 6 months).
ACPO	Association of Chief Police Officers. A policy generating body representing senior police officers.
ACPOS	Association of Chief Police Officers Scotland.
ACRO	ACPO Criminal Records Office (formerly known as the DNA and Fingerprints Retention Project).
ADI	Approved Driving Instructor. This can be seen on the Drivers application.
Alias	A name other than the recorded Filename by which the subject is known.
Antecedents	A subject's background circumstances, e.g. schools attended, family circumstances, financial situation etc.
Appeal	An application to a Court for either the conviction or the sentence to be reconsidered.
At Risk	This marker identifies the potential for the subject to offend and/or not comply with the terms of an early release. The At Risk Date represents the last possible day of imprisonment had the subject not been given this early release.
Back Record Conversion (BRC)	The means by which data from previously held records (including paper records e.g. NIB74 series of forms) are updated to full Phoenix records.
Bail	<p>Release of a person from custody to enable investigations to be made into an alleged offence, or for that person to attend court at a future date, without the need for them to remain in custody. This may include bail imposed by a court post-appearance, which can be referred to as a remand.</p> <p>Persons can be bailed by the police to a court or police station, or by a court to reappear at court. Alternatively courts may impose bail conditions requiring defendants to present themselves to a police officer attending their address during curfew hours. This is known as 'doorstep bail'.</p>
Bichard 7	Automated court resulting system in England and Wales designed to improve both the quality and the timeliness of court data held on the PNC, as required by Recommendation 7 of the Bichard Inquiry Report issued in June 2004.
By-pass Transaction Code	A means of accessing a particular part of a record in order to have immediate access to update it.
CCCJS	Co-ordination of Computerisation in the Criminal Justice System. Usually refers to the Committee consisting of representatives from the Home Office, Crown Prosecution Service and the Lord Chancellor's Department.
CCRIO	Central Criminal Records Intelligence Office. Part of the Service Police Crime Bureau.
CESAR	Construction Equipment Security and Registration, a national registration scheme and multi-level security system for recording and identifying plant and construction equipment.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Glossary

Checkname	This is the surname/family name of the PNC subject, which must be the filename, used to verify when using a PNCID for accessing the Names application.
CHS	Criminal History System, the national Criminal Names database for Scottish forces, administered by SPSA.
CIS	Crime Information System. Some forces have a local computer system called CIS. This system has the ability to record, search and retrieve all recorded matters relating to an offence, an offender and associated crime matters.
CJS	Criminal Justice System.
Combination Disqualification	A penalty of an absolute disqualification followed by a disqualification until test passed (see Absolute Disqualification and DTP).
Committal Warrant	A document issued by the Court for the apprehension of an offender with a directive to the police to take the offender directly to prison.
Compensation Order	A directive from the Court for a payment to be made by the offender to a loser. The offender may be given time to pay the full amount.
Concatenated	The joining together of data (e.g. where nominal/descriptive information is joined onto one page, as are Warning Signals, Information Markers and Internal Cross-References).
Concurrent	When used in terms of disposals means the combining of two sentences to be served simultaneously (e.g. 6 months imprisonment concurrent with 12 months imprisonment is a total of 12 months imprisonment).
Consecutive	When used in terms of disposals means adding to another sentence (e.g. 6 months imprisonment consecutive to an activated suspended 6 month sentence is a total of 12 months imprisonment).
Court Disposal	The sentence imposed upon an individual by a Court.
CPS	The Crown Prosecution Service. A prosecuting body in England & Wales dealing with matters relating to the offender being processed through the Courts on behalf of the police.
CRASH	Collision Recording and Sharing project.
CRB	Criminal Records Bureau. Place to which members of public can apply for subject access inquiries.
CRO Number	Criminal Record Office Number. A unique reference identifying a record supported by fingerprints, held on IDENT1. (The Criminal Record Office no longer exists.)
DAF	Daily Activity File.
DCT	Directly Connected Terminal.
Deport	To remove a person to another country. The order for deportation is made by the Home Office on recommendation from the Court.
DfT	The Department for Transport.
Diazos	Non-updateable microfiche records. When a copy of a microfiche is requested a diazo was formerly sent (so called because of the ultraviolet sensitive chemical compound used to produce the microfiche). Now the information is sent by email.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Glossary

DIF	Downtime Information Facility, a mechanism that enables PNC Services to send emails to pre-nominated email addresses. The DIF advises recipients of unplanned losses to PNC and other related NPIA services, as the PNC Broadcast facility is generally unavailable at these times. DIF messages are also sent to report news of progress and restoration of service.
DQ1	A form used to obtain a driver's full history from the Driver & Vehicle Licensing Agency.
Driver Number	A unique reference allocated by the DVLA to a person who may or may not be in possession of a driving licence.
DTETP	Disqualified until extended test passed. Similar to DTTP but the test lasts twice as long with the same criteria (i.e. more amount of time to make the same amount of mistakes as a normal test).
DTTP	Disqualified until test passed. A penalty imposed by a Court of being disqualified from driving until they have passed a Department for Transport (DfT) driving test, which may or may not follow a fixed period of disqualification. After any fixed period of disqualification a person may drive a vehicle provided they have been granted a provisional licence by DVLA and adhere to the conditions of a provisional licence holder.
DVLA Confirmed/Unconfirmed	Clarifies whether or not the disqualification report content has been confirmed by the Driver & Vehicle Licensing Agency. This happens by means of the weekly tape transfer of information from DVLA (Swansea) to the PNC Names application.
DVLA	The Driver and Vehicle Licensing Agency (Swansea).
DVLNI	Driver and Vehicle Licensing Northern Ireland (Coleraine).
DVS	Driver Validation Service, a browser based link provided by DVLA to their Driving Licence data.
DYO	Deter Young Offenders. Multi-agency CJS scheme to tackle those young offenders assessed as posing the highest risk of causing serious harm to others and likelihood of re-offending.
EAW	European Arrest Warrant. An arrest warrant issued by member states of the European Union pursuant to surrender procedures (extradition).
Fails to Appear (FTA)	The subject's failure to answer to bail at the specified time (see Bail).
First Case	A person who has no previous convictions recorded against them who comes to notice.
FS Code	The force and station reference identifying the police force area and the individual police station within the force area. It is made up of two numbers (identifying the force) followed by two characters (identifying the station).
GRC	Gender Recognition Certificate.
HDC	The Hendon Data Centre, the building in which the PNC is located.
Hostile Witness	A person who appears in Court to give evidence being either unwilling to do so or biased to either the side of the defence or prosecution and being called to give that evidence by the other party.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Glossary

ICPO Affiliated	Having membership to the International Criminal Police Organisation, thus facilitating the exchange of information regarding criminals between member countries.
IDENT1	IDENT1 has evolved from NAFIS and provides the ability to store finger and palm print information for searching at individual police force bureaux via a dedicated WAN. There is close integration with PNC and the Scottish Criminal History system. This end-to-end service is provided by a stringent Service Level Requirements document with regard to accuracy, response times, throughput, availability and support metrics. IDENT1 provides the platform for the addition of further identification systems.
IMEI Number	International Mobile Equipment Identity number, used as a unique identifier for property such as mobile phones. The IMEI is required when searching the NMPR via PNC.
Intelligence	Confidential information about a person (subject) that can be collected, collated and disseminated within the police service to assist with an ongoing criminal investigation into the activities of that person.
Interface System	A method by which a local force system can interact with the PNC through the X400 (see X400).
Interim Disqualification	A penalty imposed by the Court of disqualification from driving until the offender is sentenced at a later date at a higher court.
Internal Cross References	Links between the subject and another PNC Names application record.
Keywords	An ACPO approved list of standard recognised terms used within records to facilitate on-line searching.
Libra	Her Majesty's Courts Service Magistrates' Courts system in England and Wales.
Livescan	The equipment used to check fingerprints on IDENT1.
Makeover	The transfer of data from one record to another.
MAPPA	Multi Agency Public Protection Arrangement, a group consisting of multi agency 'professionals' (police, health workers, local authorities etc) that manage 'dangerous' offenders.
MIAFTR	Motor Insurance Anti-Fraud Theft Register, which is run by HPI. It provides the insurance industry and related parties with data for the management of motor vehicle fraud and theft claims.
Modus Operandi (MO)	The manner in which an offence was carried out, including description of the offender's actions at or near the scene of the offence.
NABIS	National Ballistics Intelligence Service.
NASCH	The search factors - Name, Age (Date of Birth), Sex, Colour and Height.
NFA	No fixed abode. Is used in relation to addresses within the nominal element.
NFA	No further action in relation to the disposal of an offence. It is qualified with a reason for discontinuance.
NFLMS	National Firearms Licensing Management System.
NFO	National Fingerprint Office.
Nickname	A familiar, pet or derisory name given to a person.
NIS	The National Identification Service.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Glossary

NMPR	National Mobile Property Register, the national police database of registered property ownership and stolen property records. As mobile phones is the only type that is searchable via PNC, the acronym is defined as National Mobile Phone Register when used in the PNC context.
Nominal	The descriptive details including NASCH factors of a named person (subject) to which an individual record refers.
Not Proven	An adjudication of a Scottish Court where the offence has not been proven beyond reasonable doubt.
NPF Warrant	A non-payment of fine warrant.
NPIA	National Policing Improvement Agency
NPIA Missing Persons Bureau	Formerly known as the National Missing Persons Bureau housed within the Metropolitan Police, it is now under the responsibility of NPIA and located at Bramshill in Hampshire
Offence Processing	One of three prime elements, without one of which a record cannot exist. Relates to the criminal element for which the subject has come to notice of the police.
On-line Searching	The means by which records are retrieved using permitted search criteria (see QUEST).
PACE	The Police and Criminal Evidence Act 1984.
Parole	Refers to the conditional release of an offender, on the promise of good behaviour, prior to the completion of the term of imprisonment originally imposed by the Court.
PentiP	NPIA system to be rolled out in England & Wales by the end of 2011 to process fixed penalties for vehicle offences and disorder, and be used to record other information such as Driver Offender Retraining Schemes, Home Office Road Traffic forms, Vehicle Defects and Cannabis Warnings.
Phoenix/Force Interface	A piece of apparatus that allows the temporary storage of data from a local force computer system (e.g. Crime Information System or Command & Control) for onward transmission to the PNC in a language acceptable to the PNC. (Also known as the X400 interface.)
PIAP	PNC Information Access Panel. ACPO committee responsible for dealing with applications for non-police agency access to PNC.
PNCID Number	Police National Computer Identification number. A unique system generated reference number issued to each record in the PNC Names database.
PND	Penalty Notice for Disorder. Introduced in 2001 specifically to tackle low-level anti-social behaviour and to reduce police bureaucracy in dealing with these types of crimes. A PND does not count as a conviction.
Police Disposal	The police decision on suitable proceedings in relation to an offender.
POT	Prevention of Terrorism Act 1996.
Probation Order	An instruction (order) from a Court for the accused to be supervised by a representative of the Probation Service and to abide by certain rules appertaining to the order.
Procurator Fiscal	Prosecuting agent for Scotland.
QUEST	Query Using Enhanced Search Techniques, the on-line descriptive search of the Names database.



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Glossary

RCC	"Refer to Court Case" result.
RCIO	Regional Crime Intelligence Office.
Recidivist	A subject who has at least one previous conviction recorded against them who then reoffends.
Recordable Offence	An offence in law that may be punishable by a term of imprisonment or is declared a recordable offence by statute. The definitive list of offences may be found in National Police Records (Recordable Offences Regulations 2000 SI 1139) as amended by the National Police Records (Recordable Offences) (Amendment) Regulations 2003 SI 2823.
Released on Licence	The premature release of an offender imprisoned for a serious offence, with strict conditions applied to the release. The licence takes the form of a document, a copy of which is sent to the force in whose area the offender is to live.
Replicated	The making of an exact copy.
ROSHO	Risk of Sexual Harm Order, a civil preventative order against a person thought to pose a sexual risk to children under 16.
RTTP	Revoked until Test Passed. This is part of the Road Traffic (New Drivers) Act 1995 which affects drivers with less than 2 years experience who accrue 6 points on their driving licence.
SCD26	The PNC Bureau of the Metropolitan Police. Due to a merger with NIS this department has responsibility for some national record-keeping functions.
Schengen	The Schengen Information System, a European wide database containing persons, vehicles and stolen property items of police interest. It provides European countries with increasing border control and law enforcement opportunities.
SF Number	Search Form number. A CRO reference identifying a record held by the National Identification Service which is not supported by fingerprints.
Sine Die	Used in disposals to indicate an indefinite period (e.g. adjourned sine die is an indefinite adjournment).
SIRENE	Supplementary Information Request at National Entry. The Sirene Bureau is the UK gateway to the Schengen Information System.
SOCA	Serious Organised Crime Agency
SOPO	Sexual Offences Prevention Order, an order to place restrictions on the behaviour of a sex offender thought to pose a risk to the public.
Soundex	The first stage in Names Matching. The surname is numerically coded to enable the computer to retrieve possible matches.
SPSA	The Scottish Police Services Authority. SPSA deals with the records of all persons charged or summonsed with an offence in Scotland. The records are held on the Scottish Criminal History System in Glasgow and details are also forwarded to the PNC and the National Identification Service.
SRG	STIF Replacement Gateway, device developed as a replacement for the Standard Interface (STIF) X25 protocol link. SRG provides a standardised mechanism for on-line access to PNC application services. It differs from the DCT gateway, in providing local control over the operation of PNC users, terminals and sessions.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Glossary

STIF	Standard Interface. Interface between a Local Force Computer and the PNC, enabling terminals on the Local Force Computer to access the PNC facilities (see SRG).
Subsequent Appearance	Following the original specified resulted court appearance the subject makes a further attendance at court.
Validated Field	The system's ability to check that the input of data into a field must conform to certain rules or contain certain values.
Varied on Appeal	Following the original court case a successful appeal has been made and the sentence was altered by the court to reflect a more acceptable result (see Appeal).
ViSOR	Dangerous Persons Database.
Ward of Court	A juvenile under the care and control of a guardian appointed by the Court.
Warrant of Commitment	A document issued by the Court for the apprehension of an offender with a directive to the police to have that person put before a Court. Endorsements for bail may be present (see Bail). The offender may also be required by the Court to comply with certain conditions (e.g. payment of monies, sureties).
Weed Review	The period of time a record is to be held on the system before the reason for its further retention is reconsidered.
Youth Restorative Justice	Process whereby young offenders are withheld from the criminal justice system and are instead given the opportunity to make amends for an incident via practical reparation to the victim or community.
X400	A piece of apparatus that allows the temporary storage of data from a local force computer system (e.g. Crime Information System or Command & Control) for onward transmission to the PNC in a language acceptable to the PNC. (Also known as the Phoenix/Force Interface.)

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

## CHAPTER 1 - INTRODUCTION

### 1. INTRODUCTION TO THE PNC MANUAL AND ASSOCIATED TOPICS

#### 1.1.Purposes of this Manual

The PNC Manual serves the following main purposes:

- **It is the operating rules for PNC applications as agreed by ACPO and it defines the national operating standards, which must be adhered to.**
- It provides an outline description of the overall system.
- It provides a more detailed description of individual applications as a basis on which forces can plan their local procedures. Force procedures should be in accordance with any directives issued by the Association of Chief Police Officers (ACPO) and Association of Chief Police Officers Scotland (ACPOS). Relevant documents include the Code of Practice on the Management of Police Information (MoPI), Code of Connection for PNC (including the associated PNC Operating Rules) and the Agreement between the Home Office/Scottish Executive and ACPO/ACPOS for the use of PNC.
- It is a reference for local training and information.
- It is a guide for operators in the use of the PNC.

#### 1.2.Availability

New versions of either volume of the manual are made available to each customer organisation, and are circulated by email to their PNC Liaison Officer. They are also available via the Police On-line Knowledge Area (POLKA) .

#### 1.3.Amendments

Any comments about format, content or presentation relating to either volume should be channelled through the relevant PNC Liaison Officer (see Amendment Request Form at the front of this document).

#### 1.4.Content Queries

Any enquiries relating to the PNC Manual should be made to the Service Desk on [REDACTED].

### 2. NATURE AND OUTLINE OF THE SYSTEM

The Police National Computer provides a fast and reliable service that allows users to access and update a central database of information on a round-the-clock basis. The system can be accessed on-line by Directly Connected Terminals (DCTs) and their associated printers. In addition there are a growing number of local force computer systems and terminals connected to PNC via STIF Replacement Gateways (SRGs). In both cases, the access is achieved via the PNN3 Criminal Justice Extranet (CJX) network, managed by Cable & Wireless.

#### 2.1.Organisations with Full Access

Each customer organisation is issued with a two-character identifying code. For a full list use the #QF transaction (see Chapter 5, section 2.4). Organisations with full on-line access to the system include:

- All mainland police forces of Great Britain
- Police Service of Northern Ireland
- British Transport Police
- Isle of Man and Channel Islands Police
- The National Identification Service (NIS)
- Serious Organised Crime Agency (SOCA)
- Ministry of Defence Police
- HM Revenue & Customs

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>
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**2.2.Restricted Access**

Restricted facilities are provided for a variety of purposes to several customers, including those within the criminal justice system, government departments, vetting agencies and training establishments:

- Courts Service, Probation Service, Prison Service and Forensic Science Service
- Departments dealing with Finance, Immigration, Social Security, Trade & Industry, Transport
- Driver and Vehicle Licensing Agency (DVLA)
- Criminal Records Bureau, Disclosure Scotland and Access Northern Ireland
- Defence Vetting Agency
- NPIA (ICT Learning Programmes) and the police colleges at Bramshill and Tulliallan

**2.3.Other Approved Access**

Data is transferred electronically by file transfer or encrypted email to the DVLA, Home Office Statistics Branch, Experian, HPI and other commercial companies.

As technology has developed, increasingly links between the PNC and other data sources have been built. The Motor Insurance Database was the first external source of data to be accessible via PNC and the NMPR (National Mobile Phone Register) became the next in 2011. NPIA supports application interfaces with the National DNA Database, Criminal Records Bureau and the equivalent bodies in Scotland and Northern Ireland, Courts Service, IDENT1, ViSOR, NSPIS Case Preparation and Custody, and NFLMS. Many forces use local systems, such as Niche or the Scottish Criminal History System, to capture updates to Names records and then transfer them electronically to PNC via the Phoenix Force Interface.

**2.4.End User Access and Mobile Data Terminals**

Originally most end users did not have direct access to PNC, with requests for and responses to enquiries being communicated via radio or telephone links to terminal operators. There are now a significant number of Mobile Data Terminals in use that provide direct access to PNC. The roll out of Airwave and PDAs has increased mobile access to PNC substantially. This is subject to the relevant training being undertaken.

**2.5.Access to the System**

An access control system allows different sets of capabilities to be allocated to different terminal operators. For example, some operators are restricted to enquiry only transactions, while others may only have access to specific applications. Web browser technology also provides control over individual data fields that may be viewed. Levels of access are determined locally within forces. If you require a different level of access contact your PNC Liaison Officer.

**2.6.Main uses of the system**

Since beginning life in 1974 with solely a Stolen Vehicles database the PNC has evolved in line with the needs of modern policing. Major changes were implemented in 1991 and the Phoenix project provided a significant enhancement to the Names application in 1995. The strategic aim of PNC has been and will remain unchanged, namely to provide the best possible information for operational policing purposes. Within the police service some examples of the main uses of the system are:

## 2.6.1. Patrol checks

Police officers use PNC enquiries in carrying out checks on vehicles, property and persons observed in suspicious circumstances.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 1
-----------

### 2.6.2. Vehicles

In addition to stolen, owner and motor insurance enquiries based on the full VRM, the PNC has four other facilities to identify vehicles when the full VRM is not known. VODS (Vehicle On-line Descriptive Search) allows an enquiry to be made using descriptive or geographical information about a vehicle. A frequently required subset of this functionality is the full postcode search.

**It is recommended that all operators with Vehicle Enquiry access are permitted to use the postcode search, provided they are aware of the issues relating to disclosure for evidential purposes.** PNC also supports searching using partial VRMs, optionally in conjunction with Make, Model or Colour, and a VIN search, optionally in conjunction with Make. These facilities provide details of all vehicles matching the search criteria (see Chapter 2).

### 2.6.3. Names

Changes to the Names database have allowed comprehensive information about persons to be recorded on the system since May 1995. Earlier records that have been back record converted may contain conviction material and the most recent nominal information only. The enhanced functionality of the Names application provides extensive capabilities for recording criminal intelligence, such as:

- Modus Operandi (MO)
- Known Associates
- Alias Names and Dates of Birth
- Current and historic Address information
- All persons jointly charged
- Places Frequented

QUEST (Queries Using Enhanced Search Techniques) was introduced in July 1998 to provide the police service with the ability to use the information held in nominal records as an aid to investigation. It provides the capability to search records using descriptive, conviction, geographical and MO information, thus producing details of potential suspects.

### 2.6.4. Checks at the time of Arrest

When a person has been arrested, a nominal check will reveal amongst other things:

- Whether that person is wanted for a crime
- Whether disqualified from driving
- Details of any outstanding prosecutions
- Details of any previous convictions for recordable offences
- Details of Sex Offender Status

If a person is arrested, charged, reported or summonsed for any recordable or certain other offences, that person's fingerprints should be obtained. Comparisons carried out using IDENT1 will assist in confirming identity for offenders with a previous criminal history.

### 2.6.5. Employment checks

Organisations requiring employment vetting checks, for certain occupations, and those employing people having substantial access to children and vulnerable persons, should carry these out via the CRB (Criminal Records Bureau), Disclosure Scotland or Access Northern Ireland. Police and other authorised PNC users should not use the PNC for this purpose. Checks for the purpose of security vetting should still be carried out on PNC.

## 2.7. PNC System Capacity

The PNC system has been upgraded regularly during its history to ensure that a satisfactory service is provided, both in terms of on-line response times and ability to deliver off-line services within acceptable timescales. Each mainframe has a finite capacity, which is carefully monitored and managed to ensure it caters for anticipated increases in demand during the lifetime of the hardware.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

Under the PNC Service Level Agreement, which allows for a 10% annual increase in transactions, forces are required to notify the NPIA Service Level Management Team of plans to increase their usage of PNC by any significant level (see PNC L/O Letters 2007/065, 2007/083 and 2009/070). Failure to do so could jeopardise the PNC service and cause the disconnection of any unauthorised source of major increase, e.g. an ANPR system.

### **3. CURRENT APPLICATIONS**

#### **3.1. General**

There are currently five major applications, each associated with a specific database: vehicles, stolen and found property, persons of police interest, drivers licences and the transaction log. Other system facilities include tables of reference information (known as the Combined Directory), a means of broadcasting messages between police forces, operator training, and a demonstration environment. Crimelink is a specialist database of predominantly unsolved serious crimes that may be updated and interrogated by crime analysts.

#### **3.2. Vehicles Application**

The Vehicles application holds information on all British mainland registered vehicles, foreign vehicles that have been reported stolen in the UK and other vehicles that are of particular interest to the police. In all, over 55 million vehicles are recorded on the system. Updates to vehicle identification, description and registered keeper details are provided daily by the DVLA, and these are processed in batch mode. Police information can be added to vehicle records using on-line transactions in the form of reports of various types, for example Stolen, Found, and Action. While the normal means of enquiry uses a vehicle registration mark (VRM) as a key, enquiries can also be made using part registration numbers and vehicle identification number (VIN). There is also an on line facility (VODS) for retrieving all records that match a particular vehicle description, e.g. make, model, colour, partial VRM.

#### **3.3. Names Application**

This application holds data on persons who:

- are the subject of judicial process for recordable offences, including information about their current status
- have previous convictions for recordable offences (including Reprimands, Warnings, Cautions)
- have been issued with penalty notices for disorder
- are currently disqualified from driving
- are wanted by the police
- are missing in certain circumstances or have otherwise come to notice
- are on the Firearms Certificate Holders database (NFLMS)
- have a DVLA Driving Licence record (held as a separate database to Names on PNC)
- have been acquitted of, or arrested and released without charge for, a recordable offence (under the Criminal Justice Act 2003, England & Wales only)

Information relating to the judicial process is keyed in at a local level by forces. Disqualified Driver and Wanted/Missing information is entered directly by forces using on-line transactions, with Disqualified Driver data being subsequently confirmed by electronic file transfer from the DVLA. Persons, with record details, will have a PNCID number issued that is unique and is retained for the duration of their record life on the system. This number is never reissued. A CRO number is generated by IDENT1 once a person is identified using fingerprints. Only one such number is issued per person regardless of aliases they may use.

Enquiries on records can be made using either a combination of name, date of birth, sex, colour, and height or a reference number such as a PNCID Number, Driver Number or CRO Number. The Names index can also be searched via QUEST, based on descriptive and conviction information. A more detailed explanation of the search facilities is included in Volume 2 of the Manual covering the Names, Drivers and QUEST applications.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

**3.4. Property Application**

This allows a restricted range of stolen or found property types to be recorded on the system and enquired upon. Stolen engines are cross-matched with the Vehicles application. The property classes recordable are specific items of contractors' plant; vehicle "attachments" such as trailers, engines, containers, sidecars; marine craft; animals; firearms. An enquiry-only link to the external database NMPR (National Mobile Phone Register) is also available.

Property items are issued with a unique system generated Property ID number (PROPID). These numbers can be enquired upon together with other various serial and property type details. Other on-line descriptive search facilities are also available.

**4. HENDON DATA CENTRE**

Hendon Data Centre is the computer complex where the Police National Computer is housed. It is a purpose built and self-contained building. A second machine, the Disaster Recovery System, is housed at a separate location and acts as a hot standby machine.

**4.1. Computer Operations**

Five shift teams are responsible for operating the computer. This includes managing the workload of the computer from the control consoles and manipulation of media. The teams deal with problems affecting the system being operated on the computer and manage the available resources to provide the best possible service to the users, being a first line of defence against system stoppages. They are reinforced by technical support staff, who are on call 24 hours a day.

Operations staff may also provide cover for specialist transactions, such as VODS and QUEST, and advise whether an off-line search would be more appropriate. Additionally, since July 2004 the Operations staff have taken on responsibility for batch and media services (see section 4.3).

When PNC or other related NPJA services, such as SRG, ViSOR, NFLMS, NABIS etc, suffer unexpected loss of service, Operations staff use the Downtime Information Facility (DIF) to inform customers. This prevents an excessive amount of calls to the PNC Service Desk about the same issue. The DIF is also used to provide progress reports and details about the restoration of the affected service. There is a separate DIF distribution list for each service, as a PNC user is not necessarily a ViSOR user, and vice versa. Any changes to DIF lists should be sent to Operations staff via the PNC Service Desk.

**4.2. Service Desk**

NPJA provides full customer support through the PNC Service Desk facility, which provides a 24-hour point of contact for all enquiries and problems concerning the services provided by PNC. See Appendix 4 of this chapter for contact details.

**4.2.1. Service Desk Availability**

The Service Desk is available as the first point of contact for connectivity, software, hardware, application and other related problems. Between the hours of 0800 and 1700 on weekdays it is staffed by dedicated Service Desk personnel, as it is during these hours that the majority of calls are received. Outside these hours and during weekends the Service Desk function is provided by the operation shift teams. This means that the Service Desk facility is being delivered 24 hours a day all year round.

**4.2.2. Service Desk Procedures**

On receiving a call, the Service Desk will carry out initial screening and attempt to resolve the more straightforward connectivity faults such as locked out terminals or barred user logons. In the case of PNN CJX network problems, if the fault is local to the customer, the user is advised to contact their local IT staff who can report the issue direct to Cable & Wireless. If the problem is more widespread (affecting various customer links or the entire CJX, or specifically affecting Hendon), the Service Desk will book the fault out to C&W themselves and manage the

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 1
-----------

incident from that time onwards. In such cases, C&W will provide regular reports to the Service Desk on the progress towards problem resolution, and the Service Desk will keep the affected customers informed.

#### 4.2.3. Service Desk Objectives

The Service Desk's objectives are:

- answering 90% of telephone calls within 30 seconds
- recording, prioritising and progressing all problems, queries and concerns according to laid down processes and procedures
- monitoring and progressing the resolution of all outstanding problems
- resolving 80% of all calls within the Service Desk
- providing information for PNC customers about any changes that may affect the performance of the PNC

#### 4.2.4. General Queries

The Service Desk will answer queries or seek information for customers on any PNC related matter and will act as the co-ordinating agency for any problem that affects the PNC service.

### 4.3. Batch and Media Services

#### 4.3.1. Objectives

The objectives of this role are to provide batch services via the Batch Control System (BCS), and to produce and despatch the associated output to customers without delay. Until September 2008 the majority of this output was in the form of paper printout, and it peaked at almost a million pages per month. Latterly, due to a significant reduction in redundant output (particularly from NPDAFR) coupled with the strategic requirement to transfer it electronically, the total volume of pages produced by batch jobs is now under half a million per month, with only about 5% of this printed at Hendon.

#### 4.3.2. Functions

The duties include:

- dealing with customer queries regarding the batch service
- scheduling regular batch jobs
- running ad hoc batch jobs requested by customers
- ensuring electronic output is despatched to customers
- collating any paper printout still produced, and arranging collection by external customers
- managing the media library

Copies of all databases are maintained on the Disaster Recovery System by applying updates there within an hour of them occurring at Hendon. Additionally all databases are backed up twice per week at both sites.

#### 4.3.3. Batch Control System

The Batch Control System comprises a wide variety of batch jobs that supplement the on-line services. These off-line jobs include database updates where data from other sources is processed, e.g. DVLA, Phoenix Force Interface, IDENT1, Royal Mail, and database enquiries for which an on-line transaction is not available or would be inappropriate, e.g. a complex search which could take several hours to complete. In addition the BCS handles regular weeding of redundant records, provides audit reports, checklists, statistical reports and reviews.

#### 4.3.4. Scheduled Batch Jobs

One of the most important tasks is to produce and despatch the Names Daily Activity File every morning (batch job NPDAFR), providing a report of on-line Names update transactions as per each force's #QV settings. Other regular jobs include:

- Vehicles update suite, data received from DVLA, run Tuesday to Saturday (VE601J)
- Drivers update suite, data received from DVLA, run Tuesday to Saturday (DL600J)



## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 1

- Disqualified Drivers update suite, data received from DVLA, run weekly (ND007J)
- Vehicle Theft/Recovery notifications, run weekdays (VE603J)
- Vehicles weed, run every Monday (VE602J)
- Property weed, run every Monday (PR602J)
- Disqualified Drivers weed, run every Tuesday (ND010J)
- Impending Prosecution weed, run 26<sup>th</sup> of each month (NPIPRM)
- Wanted/Missing weed, run 18<sup>th</sup> of each month (NW001J)
- Warning Signals and Information Markers reminder, run 5<sup>th</sup> of each month (NPWSIM)
- Disqualified 'Til Test Passed, run January and July (ND020J)

### 4.3.5. Ad Hoc Batch Jobs

Ad hoc batch requests must be made by an authorised officer, whose details have previously been registered with Operations. An example of the authorisation form is shown in Chapter 7, Appendix 1. Requests may be submitted by email or fax to the PNC Service Desk, marked for the attention of Operations. These include:

- Message Log search (UT700J)
- Off-line Transaction Log search (UT500J)
- Checklists and Audit Reports for Names, Vehicles and Property applications

**If you are unsure of your precise requirements, please refer to Chapter 7 of this manual or contact Computer Operations via the PNC Service Desk on [REDACTED].**

### 4.4. Security

A comprehensive round-the-clock physical security system is in operation.

Environmental engineering support is provided on-site round the clock. Computer hardware engineering is covered by on-site and off-site facilities round-the-clock.

### 4.5. Other Functions

The internal structure of NPJA is subject to periodic change, but in general terms the functions carried out relating to PNC services can be categorised as follows:

- **Software Engineering** - development and testing of on-line, batch and interface software
- **Service Delivery** - operations, batch & media services, availability management, capacity management, service level management, systems security, customer support
- **Service Support** - change and problem management, service desk, configuration management, software release management, service improvement
- **Technical Support** - operating systems support, datacomms network and software support, system integration, database support, applications integration management
- **Miscellaneous** - business strategy, buildings security, facilities management

### 4.6. Service Level Agreements

There is a Service Level Agreement (SLA) between NPJA and the police service for the PNC. It includes a description of the services provided, the hours during which they are available, targets for availability and response times, and the structure for reporting performance and reviewing the SLA, which is via the SLA Management Group (SLAMG). The SLA sets out the maximum number of transactions of certain types the police service are expected to perform in certain time periods. If these thresholds are exceeded NPJA cannot guarantee to deliver the service within the agreed response time targets. In order to plan adequately for future capacity, it is imperative that forces inform NPJA when planning local changes that may cause significant increases in the PNC workload, for authorisation by the SLAMG (see section 2.7).

Service Level Agreements are also in place for other related services, such as ViSOR, NFLMS and NABIS.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

**5. TRAINING**

The training standards for use of the PNC are the responsibility of the Police PNC Policy and Prioritisation Group (P4G) via the Training Working Group. Training should only be carried out by trainers on the NPIA PNC Trainers register who have been fully accredited. NPIA (ICTLP) courses either at Ryton-on-Dunsmore or locally based provide an in-depth standard approach to PNC training. It is essential that all personnel having contact with PNC facilities must be trained to the correct standard by trainers who are themselves on the NPIA register for delivering that module. This is in line with recommendations of the HMIC, based on their review of the ACPO Police IT Compliance Strategy.

**5.1. Courses Available**

The following standard courses are available through NPIA (ICTLP) to all organisations authorised to use the PNC. The shorter courses can be customised and delivered locally, by arrangement with your organisation.

**5.1.1. Police Training Roles Learning and Development Programme**

This course, of five weeks duration, is aligned to the learning and development needs of the Skills for Justice role profiles known as the Learning and Development Skills Framework. It is intended for staff who will deliver training in force, and is also part of the accreditation process for those wishing to deliver PNC training in the future at a local level. The course is of a generic nature and equips delegates with the knowledge, understanding, skills, attitudes and behaviours to enable them fully to take on the role of Police Trainer, Tutor, Instructor or Presenter. It is a modular course delivered through NPIA at Harrogate. No previous teaching experience is required, although a thorough working knowledge of the PNC will be required if seeking PNC Trainer Accreditation. The National PNC Trainer Accreditation Process Document is available from NPIA ICT Learning Programmes (see PNC L/O Letter 2010/015).

**5.1.2. Managers' Course**

This three-day course is designed for managers and supervisors of PNC operators and for those with a responsibility for data standards. The course aim is to enable delegates to explore relevant aspects of legislation and current practice relating to the core functionality of the Police National Computer as a management, operational support and investigative tool. Particular emphasis is placed on the security and management of PNC data with their organisation.

**5.1.3. Vehicle and Property Enquiry Course**

This is a three-day foundation course for operators of the PNC. No prior knowledge is required, although pre-read material and tasks are a pre-requisite of attendance. The course covers introductory elements of the system relating to Security and Legislation; Functionality of the Bulletin Board; relevant Directory Tables; enquiries on the Vehicle File; enquiries on the Property File; and an introduction to Transaction Log facilities. Competency based assessments are conducted throughout the course and successful participants are awarded an NPIA (ICTLP) course certificate.

**5.1.4. Names Enquiry Course**

This is a four-day foundation course for operators of the PNC. No prior knowledge is required, although pre-read material and tasks are a pre-requisite of attendance. The course covers introductory elements of the system relating to Security and Legislation; Functionality of the Bulletin Board; relevant Directory Tables; enquiries on the Names File; and an introduction to Transaction Log facilities. Competency based assessments are conducted throughout the course and successful participants are awarded an NPIA (ICTLP) course certificate.

**5.1.5. Vehicle and Property Update Course**

This is a two-day course for operators who have successfully completed the Vehicle and Property Enquiry Course. It is designed to increase the skills level by teaching participants to

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

add, amend or delete data on existing records; to create new records and to use all the facilities of the PNC Broadcast System. A competency based assessment is completed and successful participants are awarded an NPIA (ICTLP) course certificate.

#### 5.1.6. Names - Wanted Missing and Disqualified Driver Update Course

This is a two-day course for operators who have successfully completed the Names Enquiry Course. It is designed to increase the skills level by teaching participants to add, amend or delete data on existing records in respect of Wanted Missing or Disqualified Driver reports. It also includes the creation of new records for a similar purpose. A competency based assessment is completed and successful participants are awarded an NPIA (ICTLP) course certificate.

Please note that courses at 5.1.5 and 5.1.6 are often completed as one course with the same participants throughout. If this is the case the course is concluded within a four day period.

#### 5.1.7. Names - Offence Processing

This is a five-day course for operators who have successfully completed the Names Enquiry Course and it is desirable that they have received some additional local induction on the process of the criminal justice system within their organisation. It is designed to equip participants with the ability to apply their skills, fully, within the Arrest Summons Reports, Impending Prosecutions, Disposal History and Custody History requirements of the system. Competency based assessments are completed throughout the course and successful participants are awarded an NPIA (ICTLP) course certificate.

Information is also provided for the processes of Makeovers, Keywording and Back Record Conversion.

**For the update courses described at 5.1.5, 5.1.6 and 5.1.7 strict emphasis is placed on the timeliness and accuracy of data, and reference is made to the ACPO Compliance Strategy for IT (PNC) .**

#### 5.1.8. Vehicle On-Line Descriptive Search (VODS) Course

This is a two-day course designed to enable students to utilise the VODS application in searching the Vehicle file by description and other factors. Successful completion of a Vehicle and Property Enquiry Course is pre-requisite for attendance. The course provides an in depth view of the vehicle file with emphasis being placed on analytical techniques and accuracy of data. VODS is considered an important tool in crime investigation and intelligence, and is essential in most major enquiries. A competency based assessment is completed and successful participants are awarded an NPIA (ICTLP) course certificate.

#### 5.1.9. Queries Using Enhanced Search Techniques (QUEST) Course

This is a two-day course designed to enable students to utilise the QUEST application in searching the Names file by description or other factors. Successful completion of a Names Enquiry Course is a pre-requisite for attendance. The course provides an in depth view of the Names file with emphasis being placed on analytical techniques, together with the accuracy and timeliness of data. Knowledge of update procedures on the Names file is a desirable factor within the course. A competency based assessment is completed and successful participants are awarded an NPIA (ICTLP) course certificate.

### 5.2. Training Materials

NPIA (ICTLP) provides documentation and procedures covering various aspects of PNC use to students attending courses run by the unit. These documents, and other advice, are also available to local force trainers on request, to complement both operator training and awareness training to non-operators.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 1
-----------

NPIA (ICTLP) Occupational Training Standards documentation has been prepared and distributed for the national standard of aims and objectives to be used by all PNC trainers. In line with recommendations from the HMIC, this is to ensure that the same standards are met wherever a student is trained. New advice on procedures is circulated to forces when necessary, and all PNC trainers must check the Training File Bulletin Board regularly for the updates to training materials. All PNC national training standards are stored on the NCALT MLE under PNC Training Documentation. Access is provided to all PNC Accredited Trainers who have registered with NPIA (ICTLP).

### 5.3.The Training File

NPIA provides a training file that seeks to mirror all the main functionality of the LIVE file environment. The maintenance and quality of data on the PNC Training File is the responsibility of the Training Working Group, who have an SLA with NPIA (ICTLP) to maintain national records. The Training File, which comprises fictitious records, is designed to refresh itself at the end of each week, ensuring that all records are returned to their base state for the following week's training. Four weeks a year are scheduled on the DEMO file to enable forces to update or modify their own training records to suit their local training requirements. These dates are published on the Training Bulletin Board.

### 5.4.Operator Training in Force

Training for terminal operators is largely carried out in force and must only be undertaken by properly qualified PNC trainers. This will ensure that all operators are trained to the same high standard of proficiency nation-wide. In-force training of operators should only be carried out by trainers who:

- have a comprehensive working knowledge of the PNC system
- AND
- are on the NPIA Register of PNC Accredited Trainers

With effect from 1<sup>st</sup> April 2007 all PNC Trainers must be on the Professional Register.

The ACPO PNC Compliance Strategy requires that local force training departments follow all national standards that are set for PNC training.

### 5.5.Training Conditions

Training should normally be:

- carried out away from the operational environment
- based on documentation supplied by NPIA (ICTLP) or NCALT
- formally structured to meet the specific requirements of individual operators within the various applications of the PNC

Training should be carried out solely on the Training File; use of live data for training purposes is not permitted.

### 5.6.Further Training Advice

Further advice about any PNC related training matter may be obtained from:

Manager, ICT Learning Programmes  
 NPIA  
 Leamington Road  
 Ryton-on-Dunsmore  
 Coventry  
 CV8 3EN

Telephone: XXXXXXXXXX  
 Fax: XXXXXXXXXX



[Redacted]

[Redacted]

**6.3.Invalid Log on Attempts**

[Redacted]

[Redacted]

[Redacted]

**6.4.Invalid Password**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**6.5.Barred Terminals and User-IDs**

[Redacted]

[Redacted]

**6.6.Authorised Persons**

[Redacted]

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 1

**6.7. Access Control Transactions**

**7. SUCCESSFUL LOG ON**

Following a successful log on to the PNC, the user is presented with a screen that has the words:

**'ONLY AUTHORISED USERS MAY PROCEED'**

and the time and date that the user last logged off at the top of the screen. If log off data is not available the last log on time will be displayed instead.

**7.1. Other Fields On Screen**

In addition the following can be found in fields at the bottom of the screen:

**TCODE**

A 3-character field, the first of which must always be the hash (#) character, followed by a 2-character code (almost always alpha characters) to indicate the type of enquiry (e.g. #VE, which indicates a vehicle enquiry). Note that in the Transaction Log characters other than '#' can appear in the first position of this field to indicate that they originate from other applications or devices (e.g. NSPIS Case Preparation, Custody and ViSOR transactions are preceded by '+' and those from Airwave terminals by '@'). For a full list of codes see Appendix 5 of this chapter.

**ORIG**

A 53-character field to indicate the originator of the enquiry. A minimum of four characters is required, but it is essential that the identity of the person requesting the check, the reason for it and their location are all included. This will make it easier for the user to remember the transaction during follow-up enquiries.

**REASON**

A 2-character field, the first of which is used to indicate a National Reason Code. The codes will assist auditors to ascertain the reason a transaction was carried out. The full list of codes, with an explanation of each, is given at Appendix 3. Organisations may use the second character to break down the national coding further. Only when a transaction is carried out for audit purposes should the first character be '0', followed by the national reason code in the second character if desired.

**DATA**

A 67-character field to indicate the content of the enquiry or update (e.g. a vehicle registration number or a name). If this field is left blank, and the 'SEND' key is depressed, a formatted screen appropriate to the transaction code used will be presented for completion.

**PTR**

A 1-character printer field which defaults to N for No. By entering Y in this field, the enquiry output will be directed to the associated printer and not the screen. Only certain transaction codes permit the use of the PTR field. For a full list of the permissible transactions, operators should use the #MM (menu) transaction.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 1

**7.2. Terminal Name****7.3. Force/Station Codes**

A Force/Station Code consists of four alphanumeric characters, the first two indicating the force and the last two the division/station. Normally the Force/Station Code used should be that of the station which took the complaint or compiled the relevant incident report. Its function is:

- to identify the originator of a report or record
- to provide a reference to case papers
- to identify the ultimate destination of computer reports
- to provide an address from which further details of computer records can be obtained
- to provide a degree of system security

**7.4. List of Force Station Codes**

The PNC can provide users with a complete list of Force/Station Codes. These are available in the Combined Directory application that includes Force/Station Codes, Broadcast Destinations and Court Codes. Appropriate enquiry points are also shown. The accuracy of the correspondence addresses and telephone numbers held in this application is the responsibility of individual forces.

**7.5. Changes of Force Station Codes**

Additions to and deletions of Force/Station Codes must be notified to the Service Desk. The following information is required:

- date of change
- list of affected units showing both the old and the new code
- when a unit ceases to exist its code and the code of any unit assuming responsibility for the other's records. (It is not possible to assign records in this way to more than one unit.)



<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 1
-----------

A special program will be run by NPJA at a mutually agreed time to amend codes needing change. Thereafter only the new code is quoted. Any amendments to the details held under an existing Force/Station Code can be made on-line by specified users within each force via #QU.

### **7.6. Enquiry Points**

Indicates where enquiries relating to a specific entry on PNC should be made. This must be a station that has 24-hour cover. Where all records for a Division/Area are held at Divisional/Area Headquarters then the enquiry point quoted should be for the Divisional/Area Headquarters.

## **8. TRANSACTION NUMBERS**

The computer allocates a unique number to each transaction carried out by a particular user. This number takes the form of a two-letter transaction code followed by a six-digit number. The first two of the six digits indicate the session log-on number and the last four the sequence number of the transaction for the particular log-on session (see also Chapter 6, Transaction Logging). The log-on number increases by one every time that user logs onto the system, to a maximum of 99 when it resets. Operators should note their log-on sequence number as they log off. It should only have increased by one when they next log on. If it has increased by more than one then their User-ID/password has been compromised. The password must be changed immediately and the facts reported to a supervisor.

### **8.1. Purpose of Transaction Numbers**

Transaction Numbers serve two main purposes: they identify each transaction and, as they are sequential, assist in detecting unauthorised access to the computer.

### **8.2. Transaction Time Limit**

If there is no screen activity for a set time (currently 45 minutes) the system will disconnect the terminal, resulting in a fresh log-on being required in order to proceed further. This avoids wasting computer resources if something goes wrong during a transaction or an operator leaves the terminal for whatever reason. Similarly the computer automatically terminates any transaction that exceeds a certain fixed duration without database activity, for whatever reason (currently 40 minutes for the Names database and 20 minutes for the Vehicles database).

### **8.3. Date/Time Stamp**


Each transaction (enquiry or update) is recorded against a date/time reference by the computer. Enquiry time is the time the enquiry was answered and the update time is the time the update was completed. Where an update has been carried out the date/time are incorporated into the record in conjunction with the Force/Station Code, and can provide a reference back to a particular incident.

## **9. MESSAGE LOG**



### **9.1. Message Log Availability**

Provided that sufficient information is given to identify the relevant section of the log, full details of specific transactions (i.e. all input and output screens) can be extracted and sent to forces electronically. If required for evidential purposes the Message Log extract will be printed and must be collected in person from Hendon. As this work is expensive in both staff and machine time such searches are furnished only at the request of the PNC Liaison Officer or other designated officer in a force.

 in the past are regarded as exceptional, and must be authorised by an officer of ACPO rank or equivalent, irrespective of the duration of the search period.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

Information supplied with these requests should comprise:

- the User-ID concerned
- the originator details
- the identity (Terminal Name) of the terminal concerned
- the date and approximate time of the transaction(s)
- the transaction number(s)
- the application and particular records concerned
- the date by which the information is required
- the reason for the request (e.g. internal police enquiry or criminal investigation)

The response to the enquiry is an extract of the Message Log in accordance with the agreed Code of Practice. Requests for this service by an authorised officer should be made by letter or fax directed to the PNC Service Desk. A secondary file containing a one-line summary of each transaction is maintained simultaneously and is available for on-line searching by specified users within a force (see Transaction Log Search, Chapter 6).

## **10.HELP FACILITIES**

PNC has in-built help facilities.

### **10.1. Help Screens**

All fields on all screens are supported by a help facility. To access help enter '?' in the field about which you require information and press the SEND key. A help screen will be displayed which will assist operators in completing that field. Some help screens refer the operator to the appropriate chapter in the Manual. Pressing the SEND key clears the help screen.

### **10.2. Force/Station Code Help**

Enquiries on force and force/station codes can be carried out from within a transaction. The facility is available from an extra field at the bottom of the screen marked 'HELP'. By entering a full force/station code (e.g. 01HQ) at this point and pressing SEND the name and address of the appropriate station will be displayed. For force codes enter the force number prefixed by 'F' or just the force code (e.g. 01).

## **11.BULLETIN BOARD (#BB)**

This facility is available to every user and contains information that is of importance to all, such as:

- PNC availability
- System enhancements
- Current problems
- List of recent PNC Liaison Officer Letters, including date of issue and subject

All operators should consult the Bulletin Board regularly, commensurate with their role. In view of its importance the code #BB is automatically inserted in the TCODE field when an operator logs on via a DCT.

### **11.1. Training Bulletin Board (#BB)**

The Training file Bulletin Board is available to all PNC operators by using transaction code #BB whilst logged on in the Training mode. This facility, which is maintained and updated by NPIA (ICTLP), contains PNC training related matters and is intended to complement the Bulletin Board on the Live file. Topics covered include the following:

- Extracts from or references to PNC Liaison Officer letters
- TRNG records to be used for enquiry purposes
- Dates of ICTLP courses
- Hints on training methods/system usage
- Training related problems
- New legislation affecting use of the PNC
- Software changes

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

- Details of TRNG Open Weeks

## 12. SECURITY AND DATA PROTECTION

This section outlines the security safeguards built into the PNC system and the responsibilities forces have for security and Data Protection.

### 12.1. System Security

The system incorporates the following security features:

- dedicated central computer
- dedicated communications lines
- logging on/off
- terminal identifiers
- User-IDs
- transaction numbering

### 12.2. User Responsibilities

The Chief Officer, or equivalent, is responsible for data obtained in the force/organisation from the PNC. **The data is for policing purposes only**, as defined in the organisation's Data Protection registration (full details can be obtained from <http://www.informationcommissioner.gov.uk>, the web site of the Information Commissioner). It is for the Chief Officer to authorise the release of data to other persons or organisations when it is necessary for the proper discharge of their duties, **and for ensuring this is not in breach of Data Protection legislation.**

### 12.3. Data Protection

Users should be aware of the need to protect and handle personal data in accordance with the provisions of the Data Protection Act 1998. To help achieve this ACPO/ACPOS have signed up to the Code of Connection for PNC, issued by the NPIA, and a manual for Data Protection Management in Police Computer Systems. The Home Secretary has introduced the Code of Practice on the Management of Police Information (MoPI) under the Police Act 1996. As well as providing a uniform response to the legislation, these documents include recommended security procedures and sections on monitoring, enforcement and auditing.

### 12.4. Security for the PNC

The following measures, some of which are governed by legislation, are of particular importance and should be enforced at local level.

- Only authorised and properly trained personnel will operate a terminal.
- Information about the system must be restricted to those who need it in the execution of their duties.
- All terminals must be kept secure.
- User-IDs/passwords must be kept secure and made available only to those who need to have them. Every effort should be made to avoid accidental disclosure. Passwords must be changed regularly (see section 6.2.4).
- Data must be kept from public view.
- All faults, especially discontinuity of transaction numbers and corrupted records, should immediately be reported to the Service Desk.
- All PNC data, whether produced on-line or as batch output, is classified as **RESTRICTED** under the Government Protective Marking Scheme. The appropriate procedures must be adhered to for the storage, transmission and disposal of the output. These include:

**Storage** - protected by one barrier, e.g. in a locked container within a secure building.

**Transmission** - internally, in a sealed envelope with protective marking shown; externally, by post or courier, in a sealed envelope but without protective marking on the envelope.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

**Disposal** - paper documents should be torn into pieces so that reconstitution is unlikely. Floppy disks should be dismantled and cut into quarters. CDs should be destroyed completely. Disk files should be permanently deleted.

### **12.5. Monitoring**

Procedures must exist for the monitoring of the use of the system in accordance with the Codes of Practice.

### **12.6. Security Enquiries**

All enquiries on computer security and data protection relating to the PNC should initially be made to the Information Security Officer (ISO) in your organisation and then, if necessary, to the PNC Service Desk.

## **13. FAULTS AND ENQUIRIES**

Faults and enquiries relating to the day to day running of the PNC system should in the first instance be directed to the Service Desk. They are equipped to offer advice and guidance on the following types of problems:

### **13.1. A Terminal Failure or Malfunction**

It may not be apparent to the operator whether the fault lies with the PNC, the communications system, the terminal or is due to operator error. Callers will need to provide their name, location, terminal identifier, nature of the fault and other useful information such as any error messages displayed.

### **13.2. Output Enquiries**

Related to electronic or printed output received from the Batch Control System.

### **13.3. Descriptive/Special searches**

These are described fully in Chapter 2 (VODS), Chapter 3 (Property Descriptive Search) and Chapter 17 (QUEST). Additionally a range of off-line search facilities is covered in Chapter 7.

### **13.4. Corrupted records**

All corrupted records on the Live or Training files must be reported to the Service Desk immediately.

### **13.5. Understanding Data**

Normally enquiries relating to replies from the computer or the inability to complete an update can be solved by reference to the Help Screens or the PNC Manual. If the problem cannot be resolved using these sources of help then contact the Service Desk.

### **13.6. Less Urgent Routine Enquiries**

Help can also be obtained on less urgent matters such as:

- permitted Force/Station Code changes to the Directory Tables
- terminals nominated to receive broadcasts
- User-IDs for new operators
- security procedures
- the PNC Manual
- system improvements
- any other non-urgent matters

### **13.7. Requests for No Disruption to PNC Services**

Interruptions to the PNC service are essential for reasons such as routine maintenance and implementation of software changes. They are normally restricted to off peak times and users

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 1</span>

are provided with warning as to when this downtime will occur in accordance with the Service Level Agreement.

There will be occasions when, in the interests of operational efficiency, it would be vital for PNC to be operating normally. To accommodate such periods, requests may be made to NPIA for no disruption to PNC services. Each request must be made on the approved application form found at Appendix 7 of this chapter, at least 3 months prior to the event, and must be signed by the Senior Officer in charge of the operation.

NPIA will, whenever possible, accede to such requests, however this will be on a 'best endeavours' basis and may not be feasible. Too many requests could have a serious effect on live operation of PNC or the ability to implement critical software changes, and this must be considered before submitting the request.

## **14. HARDWARE AND SYSTEM STRUCTURE**

The PNC system comprises a number of interconnected components, each of which is described briefly below.

### **14.1. Terminals**

There are various types of terminal in common use. They will either be a standard personal computer using an approved PNC Emulation or web browser or various types of Mobile Data Terminal. They either connect directly to PNC (often via a DCT Gateway), through a STIF Replacement Gateway (SRG) or via a mobile data network (e.g. Airwave).

### **14.2. The Communications Network**

User terminals are linked to PNC gateway devices attached to the force's own local area network. These gateways connect to the operational PNC system via the PNN Criminal Justice Extranet (CJX), a wide area network managed by Cable & Wireless under contract to the NPIA. For low volume users in non-police organisations, a secure dial-up mechanism known as "SecureDial" is made available (also managed by C&W). The Airwave mobile data network is managed by Airwave Solutions Limited.

### **14.3. The Operational Computer System**

This comprises the computer hardware and software located in the PNC building, the Hendon Data Centre. NPIA (PNC Services) maintain the database, implement the user applications, and provide operating and system support facilities. This system is based on a Fujitsu S-200 mainframe computer, running the BS2000 operating system. More recent PNC applications are hosted on Unix servers, with links to the mainframe databases. PNC has its own Disaster Recovery System, located at a remote site.

### **14.4. The Development Computer system**

This is a separate facility for the development and testing of applications and other software.

## **15. SYSTEM OPERATION**

### **15.1. Directly Connected Terminals**

DCTs are linked to PNC via a "gateway" (a terminal server device) located on the customer's premises. The gateways are available from a variety of approved vendors. Within the gateway are declared the appropriate network addresses. Matching addresses are declared in configuration tables on the PNC mainframe system. Gateways are designed to conform to the TCP/IP protocol used over the PNN Criminal Justice Extranet (CJX). DCTs are assigned unique PNC terminal names, which are declared in the gateways and also in the PNC configuration tables. This access style relies heavily on the central management of terminal and user identities by NPIA (PNC Services) staff at Hendon.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 1
-----------

Having established a connection to PNC, the terminal operator must initiate a terminal session by logging on to the system. This involves entering their unique user identifier, password and mode identifier on the log-on screen and sending this to the system. The mode identifier establishes the set of facilities to which the terminal will have access, e.g. Live, Training or Demonstration modes. Once the log-on has been validated and accepted by the computer system the terminal will be connected into the appropriate mode and can then process transactions. A terminal session will be terminated when the operator logs off, when a break in the communication link occurs, when the system detects that the terminal has not been used for a certain time, or when the system is closed down.

A terminal printer appears to the operational computer system as a device separate from its associated terminal, and has its own network address. A network call to a printer will only be set up when the computer system wishes to send data to it: this will either be in response to a request for a report, initiated from an associated terminal, or when a message is broadcast via the Broadcast application.

### **15.2. STIF Replacement Gateways (SRG)**

These gateway devices were developed as a replacement for the X25 Standard Interface (STIF) protocol links, which allowed local force computer systems to connect to PNC. The gateways are available from a number of approved suppliers.

The purpose of the SRG is to provide a standardised mechanism for on-line, real-time terminal access to PNC application services. It differs from the DCT gateway, in providing local control over the operation of PNC sessions and their parameters. This allows PNC Police customers to maintain their own policies for their Local Area Network (LAN) security domains, while ensuring secure operation from client terminals to PNC over the CJX. The emphasis is on local administration of PNC terminals and users, with relative independence from centralised management functions carried out at Hendon.


SRG access to PNC is achieved via desktop web browser or IBM3270 terminal emulation. The user logs on to the gateway, but thereafter the PNC transaction facilities and screen responses closely resemble those obtained via a DCT.

Future enhancements to the SRG will support system to system links via XML data streams. A new generation of SRG, to be known as the Central Services Gateway (CSG), will provide access to centrally located web enabled applications in addition to the normal PNC services, and will ultimately supplant SRG.

### **15.3. Other PNC Interfaces**

As well as the traditional DCT and newer SRG interfaces, a number of other interface styles are supported or are under development.

The Phoenix Force Interface (PFI) allows batched update of the PNC Names database. This interface is based on the X400 and EDIFACT protocol standards.



The NSPIS Case Preparation and Custody applications provide a PNC interface, using the Fujitsu UTM-D software product. PNC interfaces are also available from NSPIS Command & Control and VP/FPO, based on the DCT access style. In these examples, PNC transactions are generated from within the local application.

Finally, a more modern, middle tier applications architecture (known as "Applications Integration" or AI for short) has been implemented on PNC. This architecture supports industry standard web enabled technology, with access from desktop browsers directly into central application and database servers located at Hendon. Examples of this type of interface

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

include national applications such as ViSOR, NFLMS, NABIS, Crimelink and FIND, and the architecture also supports PNC links to the Juror Central Summoning Bureau, Criminal Records Bureau, Disclosure Scotland, Access Northern Ireland and Airwave. The "eDNA" link to police forces from the National DNA Database also uses this technology.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

**APPENDIX 1 - TABLE OF ACPO AND PNC ABBREVIATIONS**

A/ABAN	Apparently abandoned
(PNC) AB	Alias date of birth
ABAN	Abandoned
ABH	Actual bodily harm
(PNC) ABNL	Abnormal (ity)
ABS DIS	Absolute discharge
ACC	Assistant Chief Constable
ACK	Acknowledge
ACPO	Association of Chief Police Officers
ACPOS	Association of Chief Police Officers Scotland
ADJ	Adjourned
(PNC) AL	Alias
A/LOAD	Abnormal load
AMMO	Ammunition
APW	All ports warning
(PNC) ART	Articulated vehicle
ATT	Attempt
AWOL	Absent without leave
B	Born (location)
(PNC) BC	Bail Conditions
(PNC) BIC Containers)	Bureau International des Containers (ISO standard code for
BLD	Build
(PNC) BLO	Blocked
BUA	Built up area
BO	Bound over
BOP	Breach of Peace
BT	Borstal Training (now Youth Custody)
(PNC) BT	British Telecommunications plc



<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 1

C & YP	Children and young persons
(PNC) CAV	Motorcaravan
CCC	Communications Control Centre
CCCCIS	Central Conference Committee on Criminal Information Systems
CCCJS	Co-ordinated Computerisation of the Criminal Justice System
CCTV	Closed circuit television
CCU	Command and Control Unit
(PNC) C/E	Chassis/engine
(PNC) C/F	Chassis/frame
CIS	Criminal Information Systems
CJX	Criminal Justice Extranet
(PNC) COL	Colour
(PNC) COM	Combination
COMMS	Communications
COMP	Complexion
(PNC) CON	Convertible
CONC	Concurrent
CONS	Convictions
CONSEC	Consecutive
(PNC) COP PNC)	Code of Practice (for the Protection of Personal Data held on the
(PNC) COR	Correction Report
CPO	Crime Prevention Officer
CPS	Crown Prosecution Service
(PNC) CPU	Central Processor Unit
CRB	Criminal Records Bureau
CRIM DAM	Criminal damage
CRO	Criminal Record Office
CT	Court
CVI	Central Vehicle Index
D & D	Drunk and disorderly
D & I	Drunk and incapable
DANG DRIV	Dangerous driving

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

(PNC) DCT	Directly Connected Terminal
(PNC) DD	Disqualified Driver
(PNC) DES	Destroyed Report
DESC	Description
(PNC) D/F	Descriptive form
(PNC) DFCT	Defective
DfT	Department for Transport
(PNC) DH	Disposal History
DK	Dark
D/L	Driving licence
DOB	Date of birth
DOCS	Documents
DO	Damage only
(PNC) DS	Disposal Summary
DVLA	Driver & Vehicle Licensing Agency
DVR	Driver
ENQ	Enquiries
(PNC) EST	Estate
ETA	Estimated time of arrival
ETD	Estimated time of departure
F	Female
F/ABAN	Found abandoned
(PNC) FCE/STN	Force/Station
FIND	Facial Images National Database
FNP	Foreign National Prisoner
(PNC) FOU	Found (apparently abandoned)
(PNC) FP	Fingerprints
(PNC) F/S Code	Force/Station Code
(PNC) FS/Ref	Force Station Code/Reference
GBH	Grievous bodily harm
GOALI	Graham O'Neill Aid to Licensing Indexes (VRM guide)

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

H/A	Home address
HAZCHEM	Hazardous chemicals
HBV	Honour Based Violence
HT	Height
HMSO	Her Majesty's Stationery Office
IDENT1	Identification database comprising fingerprints, palm prints etc
IMPT	Imprisonment
IND AS	Indecent assault
IND EXP	Indecent exposure
(PNC) INF	Information Report
INFO	Information
INS	Insurance
INT	Of interest to the police
(PNC) IP	Impending Prosecution
(PNC) IX	Internal cross-referenced records
JUV	Juvenile
JUNC	Junction
LE	Licence endorsed
LIC	Licence
(PNC) LIG	Light 4x4 Utility
(PNC) LOR	Lorry
(PNC) LOS	Lost/Stolen/Obtained by deception
(PNC) LTR	Lorry/Trailer
(PNC) LVA	Light van
(PNC) LX	Local cross-referenced records
M	Male
MAGS	Magistrates
(PNC) MCY	Motor cycle
(PNC) MDT	Mobile data terminal

<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only
----------------------------------

Chapter 1
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MED	Medium
MIS PER	Missing Person
(PNC) MLOG	Message Log
MO	Modus operandi
(PNC) MOP	Moped
(PNC) MPV	Multi-purpose vehicle
(PNC) N	Non white
NCS	National Crime Squad
NFA	No fixed abode
NFA	No further action
NFLMS	National Firearms Licensing Management System
NIS	National Identification Service
N/K	Not known
NPF	Non-payment of fine
(PNC) NMPR	National Mobile Phone Register
NPIA	National Policing Improvement Agency
NSY	New Scotland Yard
N/T	No trace
OBS	Observation
OBST	Obstruction
(PNC) OTH	Other vehicle body type
(PNC) PCV	Pedestrian controlled vehicle
PDA	Personal Data Assistant
PF	Procurator Fiscal
PG	Police Gazette
PH	Photograph location
PI	Personal injury
(PNC) PIC	Pick up
(PNC) PNC	Police National Computer
(PNC) POL EXAM	Police Examined marker
(PNC) POLKA	Police On-line Knowledge Area

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

PRE CONS	Previous convictions
PROB	Probation
PROV	Provisional
PSNI	Police Service of Northern Ireland
PSU	Police Support Unit
(PNC) QUEST	Queries Using Enhanced Search Techniques
(PNC) RCC	Refer to Court Case
(PNC) REM	Removed Report
(PNC) RES	Restricted Report
RTC	Road Traffic Collision
(PNC) SAL	Saloon
SB	Special Branch
(PNC) SCO	Scooter
(PNC) SEE	Seen Report
SIRENE	Supplementary Information Request at National Entry point
SIS II	Schengen Information System
SOC (O)	Scenes of Crime (Officer)
SOCA	Serious Organised Crime Agency
(PNC) SPO	Sports
SPSA	Scottish Police Services Authority
SRDB	Scientific Research and Development Branch
STS	Removed by police from one street to another
(PNC) TATT	Tattooed /s
TIC	Taken into consideration
TWOC	Taken without owner's consent
(PNC) U	Unknown
(PNC) UNC	Unconfirmed
USI	Unlawful sexual intercourse

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

VED	Vehicle Excise Duty
(PNC) VEH	Vehicle
VODS	Vehicle On-line Descriptive Search
(PNC) VRM	Vehicle Registration Mark
VRO	Vehicle Registration Office
WARR	Warrant
W/I	With intent
(PNC) WM	Wanted/Missing
WTD	Wanted

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

**APPENDIX 2 - ETHNIC APPEARANCE CODES**

- 0 Unknown
- 1 White - North European
- 2 White - South European
- 3 Black
- 4 Asian
- 5 Chinese, Japanese or South East Asian
- 6 Middle Eastern

N.B. There are no plans to record on PNC the 16+1 self-assessed ethnic appearance codes used by the Home Office and elsewhere in the criminal justice system, as these are deemed to be of limited intelligence value to the police service.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

**APPENDIX 3 - STANDARD REASON CODES**

- 1 Vehicle and/or person stopped, i.e. a street check. This code would also be used for property checks where the person stopped has property with them or in their vehicle.
- 2 Moving vehicle - used where the vehicle has just been seen but at the time of the check has not been stopped.
- 3 Abandoned or parked and unattended vehicle. Would also be used where property has been found other than in the possession of a person.
- 4 Vehicles involved in a road traffic collision. The Originator field would be used to record the location and/or the report reference if appropriate.
- 5 Subject of process or investigation, e.g. in custody. The source document would be a custody record, process report or crime report.
- 6 Administration - for non-operational matters including security vetting, complainants, CTO/DSU/ASU or for intelligence.
- 7 Enquiries relating to family protection issues.
- 8 On behalf of other authorised agency.
- 9 Update/Confirm/Broadcast - essentially all transactions that vary information held on the database.
- 0 Transaction log and other audit checks.

When auditing a transaction of the above type the Reason Code above should be preceded with '0', e.g. the code used for auditing a family protection enquiry would be '07'.



**APPENDIX 4 - USEFUL CONTACT DETAILS**

[Redacted content]

[Redacted content]

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

<b>ORGANISATION</b>	<b>WEBSITE</b>
Buckley Scott Associates	<a href="http://www.buckleyscott.com">http://www.buckleyscott.com</a>
CESAR	<a href="http://www.cesarscheme.org/">http://www.cesarscheme.org/</a>
Criminal Records Bureau	<a href="http://www.crb.homeoffice.gov.uk">http://www.crb.homeoffice.gov.uk</a>
Datatag ID Ltd	<a href="http://www.datatag.co.uk">http://www.datatag.co.uk</a>
DVLA	<a href="http://www.dft.gov.uk/dvla">http://www.dft.gov.uk/dvla</a>
e-Borders NBTC	<a href="http://www.pnct.pnn.police.uk/protect/eborders">http://www.pnct.pnn.police.uk/protect/eborders</a> (restricted access)
Forensic Science Service	<a href="http://www.forensic.gov.uk">http://www.forensic.gov.uk</a>
IDENT1	<a href="http://www.npia.police.uk/en/10504.htm">http://www.npia.police.uk/en/10504.htm</a>
IMPACT	<a href="http://www.npia.police.uk/en/15087.htm">http://www.npia.police.uk/en/15087.htm</a>
MOT Certificate Database (VOSA)	<a href="http://www.motinfo.gov.uk">http://www.motinfo.gov.uk</a>
Motor Insurers' Bureau	<a href="https://www.mibpolice.org.uk">https://www.mibpolice.org.uk</a> (via force intranet)
National Ports Office	<a href="http://www.met.police.uk/so/office_hours.htm">http://www.met.police.uk/so/office_hours.htm</a>
NCALT	<a href="http://mie.ncalt.pnn.police.uk">http://mie.ncalt.pnn.police.uk</a>
NPIA	<a href="http://www.npia.police.uk">http://www.npia.police.uk</a>
POLKA	<a href="http://www.npia.police.uk/en/16173.htm">http://www.npia.police.uk/en/16173.htm</a>
Retainagroup	<a href="http://www.retainagroup.com">http://www.retainagroup.com</a>
Scottish Police Services Authority	<a href="http://www.spsa.police.uk">http://www.spsa.police.uk</a>
SIS II UK Project	<a href="http://www.npia.police.uk/en/9619.htm">http://www.npia.police.uk/en/9619.htm</a>
SOCA	<a href="http://www.soca.gov.uk">http://www.soca.gov.uk</a>
The Equipment Register	<a href="http://www.ter-europe.org">http://www.ter-europe.org</a>
Thiefbeaters	<a href="http://www.thiefbeaters.co.uk">http://www.thiefbeaters.co.uk</a>
Vehicle Operator Services Agency	<a href="http://www.dft.gov.uk/vosa">http://www.dft.gov.uk/vosa</a>

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only

Chapter 1

**APPENDIX 5 - TRANSACTION CODES**

The use of some codes is limited to the designated organisations preceding the description.

Code	Description
#AI	ICTLP - ADD APPEARANCE
#AU	ARREST SUMMONS UPDATE
#AV	AMEND ARREST DETAILS
#BA	BROADCAST MESSAGE ACKNOWLEDGMENT
#BB	BULLETIN BOARD ENQUIRY
#BE	BROADCAST MESSAGE ENQUIRY
#BN	CREATE BROADCAST MESSAGE
#BR	BROADCAST RECEIPT STATUS ENQUIRY
#BU	PNC - BULLETIN BOARD UPDATE
#BW	ARREST BROADCAST ENQUIRY
#B1	PNC - BROADCAST DESTINATION MAINTENANCE
#CI	COURT CASE CREATION
#CL	CLEAR DATA FROM SCREEN
#CU	COURT CASE UPDATE
#DA	AMEND A DISQUALIFIED DRIVER REPORT
#DB	BLOCK/UNBLOCK DRIVER LICENCE ADDRESS DETAILS
#DC	AMEND/CONFIRM A DISQUALIFIED DRIVER REPORT
#DD	DELETE A DISQUALIFIED DRIVER REPORT
#DE	PNC - DRIVER ENQUIRY FOR DIAGNOSTIC PURPOSES
#DI	ADD A DISQUALIFIED DRIVER REPORT
#DL	DRIVERS ENQUIRY
#DN	NAMES & DRIVERS NASCH ENQUIRY
#DQ	DRIVERS TABLE ENQUIRY
#DT	TRANSFER A DISQUALIFIED DRIVER REPORT
#DU	ICTLP - MAINTAIN DRIVERS PROVISIONAL ENTITLEMENT
#D1	PNC - DRIVERS TABLE MAINTENANCE
#D4	PNC - DRIVERS TABLE ENQUIRY
#EN	PNC - AMEND TERMINAL ATTRIBUTES
#GO	PNC - START BATCH JOB
#GW	PNC - GATEWAY TABLE TYPES
#LE	STEP DOWN NAMES ENQUIRY
#L0	COURTS SERVICES - NAMES ENQUIRY
#L1	CRB - NAMES ENQUIRY
#L2	FSS - NAMES ENQUIRY
#MM	DISPLAY TRANSACTION MENU
#NA	HOME ADDRESS UPDATE
#NB	NIS - PERSON DELETION
#NC	POLICE CIRCULATIONS UPDATE
#ND	MAKEOVER
#NE	NAMES ENQUIRY
#NF	NIS - MAINTAIN CRO NUMBER
#NG	CUSTODY UPDATE
#NH	NAMES HIGH VOLUME ENQUIRY

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 1

<b>Code</b>	<b>Description</b>
#NI	INFORMATION MARKER UPDATE
#NK	METHOD KEYWORDS UPDATE
#NL	LOCAL REFERENCE UPDATE
#NM	MARKS AND SCARS UPDATE
#NN	NOMINAL & DESCRIPTIVE DETAILS UPDATE
#NO	WM/DD ENQUIRY
#NP	PHOTO LOCATION UPDATE
#NQ	NAMES CUT-DOWN ENQUIRY
#NR	NAMES TIMELINESS STATISTICS AND RECORD DETAILS
#NS	NAMES STATISTICS PRINT
#NT	TRAINING RECORD UPDATE
#NU	NAMES UPDATE
#NV	NAMES VERIFICATION
#NW	WARNING SIGNAL UPDATE
#NX	HMRC etc. - NAMES ENQUIRY
#NY	DVLA - NAMES ENQUIRY
#NZ	OTHER GOV DEPT - NAMES ENQUIRY
#N1	PNC - MAINTAIN NAMES TABLES
#N2	PNC - MAINTAIN OFFENCE TABLES
#N3	PNC - MAINTAIN BCS HIGH EDITION NUMBER
#PC	PNC - UNLOCK PERSONS-MASTER RECORD
#PE	PROPERTY ENQUIRY
#PH	PNC - VIEW PROPERTY DESCRIPTIVE SEARCH
#PI	PROP-ID SEARCH
#PM	VIEW PROPERTY DESCRIPTIVE SEARCH RESULTS
#PS	PROPERTY DESCRIPTIVE SEARCH
#PT	ICTLP - PROPERTY CREATE/AMEND
#PU	PROPERTY UPDATE
#P1	PNC - MAINTAIN PROPERTY TABLE
#P5	PNC - DECLARE SYSPPOOL PRINTERS
#QA	ADDRESS/POSTCODE SEARCH
#QB	BROADCAST GROUP ENQUIRY
#QC	COURT ENQUIRY
#QE	QUEST SEARCH
#QF	FORCE DETAIL ENQUIRY
#QH	QUEST HIGH VOLUME SEARCH
#QN	NAMES REFERENCE TABLES ENQUIRY
#QO	OFFENCE TABLE ENQUIRY
#QP	POST CENTRE ENQUIRY
#QS	FORCE/STATION DETAIL ENQUIRY
#QU	AMEND FORCE/STATION DETAILS
#QV	SELECT DAF REPORTS AND ON-LINE VERIFICATION
#Q1	PNC - MAINTAIN FORCE/STATION TABLE
#RE	ANPR VEHICLE ENQUIRY (REPORTS)
#RP	RESET PRINTER IF INOPERABLE
#SC	CREATION OF DCT USERIDS
#SD	SHOW USERIDS/USER-GROUPS
#SE	SHOW USERID INFORMATION

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 1

<b>Code</b>	<b>Description</b>
<b>#SG</b>	MAINTAIN USER-GROUP MEMBERSHIP
<b>#SL</b>	SHOW DCT LOCK STATUS
<b>#SP</b>	RESET PASSWORD
<b>#ST</b>	PNC - SET TERMINAL ATTRIBUTES
<b>#SU</b>	LIST UNUSED USERIDS
<b>#SZ</b>	UNLOCK TERMINAL
<b>#S0</b>	PNC - LIST USER GROUPS
<b>#S2</b>	PNC - MAINTAIN USER GROUP ID
<b>#S3</b>	PNC - MAINTAIN TRANSACTION SET
<b>#S4</b>	PNC - FIND FREE LFC USERCODE INDEX
<b>#S6</b>	PNC - SHOW TRANSACTIONS AVAILABLE
<b>#S7</b>	PNC - AMEND TRANSACTIONS AVAILABLE
<b>#TE</b>	TRANSACTION LOG SEARCH
<b>#TN</b>	DISPLAY TRAINING NOTEPAD
<b>#TP</b>	PNC - PRINTER TEST MESSAGE
<b>#TU</b>	TRAINING NOTEPAD UPDATE
<b>#T1</b>	PNC - MAINTAIN TRANSACTION DEFINITION
<b>#T2</b>	PNC - DISPLAY PNC2 GDA
<b>#VB</b>	MAINTAIN INSURANCE DATA
<b>#VC</b>	CHASSIS NUMBER ENQUIRY
<b>#VE</b>	VRM FULL ENQUIRY
<b>#VF</b>	FULL POSTCODE SEARCH
<b>#VH</b>	VODS MONITOR
<b>#VI</b>	VRM FULL ENQUIRY AND S.29(3) INSURANCE ENQUIRY
<b>#VK</b>	VRM BASIC ENQUIRY
<b>#VL</b>	MULTIPLE VRM BASIC ENQUIRY
<b>#VM</b>	MULTIPLE VRM FULL ENQUIRY
<b>#VO</b>	DESCRIPTION AND OWNER VRM ENQUIRY
<b>#VP</b>	PARTIAL VRM ENQUIRY
<b>#VQ</b>	DISPLAY VEHICLES TABLES
<b>#VR</b>	VIEW VODS RESULTS
<b>#VS</b>	INITIATE ON-LINE VODS SEARCH
<b>#VT</b>	ICTLP - VEHICLE CREATE/AMEND
<b>#VU</b>	VEHICLE UPDATE
<b>#VV</b>	MULTIPLE REPORT CREATION
<b>#VW</b>	MULTIPLE REPORT CONFIRMATION
<b>#VX</b>	MULTIPLE REPORT DELETION
<b>#VY</b>	PNC - CREATE VEHICLE DESCRIPTION AND OWNER
<b>#VZ</b>	PNC - DELETE VEHICLE DESCRIPTION AND OWNER
<b>#V1</b>	PNC - MAINTAIN VEHICLE TABLES
<b>#V2</b>	PNC - MAINTAIN VEHICLE MAKE GROUPS
<b>#V3</b>	PNC - MAINTAIN VEHICLE MODEL GROUPS
<b>#V4</b>	PNC - DISPLAY VEHICLE TABLES
<b>#V5</b>	PNC - VEHICLE DESCRIPTIVE SEARCH
<b>#V6</b>	PNC - MAINTAIN VODS RUN TIME PARAMETERS
<b>#V8</b>	PNC - VEHICLE DUMP ENQUIRY
<b>#V9</b>	PNC - VODS UTILITIES
<b>#WA</b>	AMEND A WANTED/MISSING REPORT
<b>#WD</b>	DELETE A WANTED/MISSING REPORT

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only

Chapter 1

Code	Description
#WI	ADD A WANTED/MISSING REPORT
#WR	RETAIN A WANTED/MISSING REPORT
#WT	TRANSFER WANTED/MISSING REPORT
#XX	LOGOFF
#Z1	CRIMELINK - CREATE REPORT
#Z2	CRIMELINK - EDIT/PRINT REPORT
#Z3	CRIMELINK - SEARCH SYSTEM
#Z4	CRIMELINK - BULLETIN BOARD
#Z5	CRIMELINK - NOTEPAD/NEWSGROUP

Code	Description (Case Prep & Custody except where stated)
+AD	NSPIS* - RESULT A/S, IMMEDIATE DISPOSAL
+AH	NSPIS*† - RESULT OF AN APPEAL
+AI	NSPIS* - LINK OFFENCES TO IMPENDING CASE
+AN	NSPIS* - NEW A/S
+AO	NSPIS* - ADDITION OF OFFENCES TO EXISTING A/S
+AR	NSPIS* - A/S UPDATE
+AS	NSPIS* - A/S REPORT UPDATE (Custody)
+CS	NSPIS*† - FINAL OUTCOME OF COMMITTAL TO CROWN COURT
+DA	NSPIS*† - CASE RESULTS (Case Prep)
+EA	NSPIS - A/S REPORT ENQUIRY (Custody)
+EI	BICHARD 7 - COURT RESULT UPDATE
+EN	NSPIS - NASCH ENQUIRY
+EP	NSPIS - PNCID ENQUIRY
+NR	NSPIS*† - BAIL & NEXT APPEARANCE (Case Prep)
+PH	BICHARD 7* - PENALTY NOTICE HEARING
+SD	NSPIS*† - FINAL OUTCOME OF SENTENCE PREVIOUSLY DEFERRED
+SV	NSPIS*† - SUBSEQUENT VARIATION OF SENTENCE

\* Denotes code is also used to log the equivalent update via Phoenix Force Interface.

† Denotes code is also used to log Bichard 7 updates.

Code	Description
+DC	PFI - WEEDING OF SCOTTISH RECORD
+DN	PFI - ADD DISPOSAL, A/S NOT ON DATABASE
+DP	PFI - ADD DISPOSAL, PERSON NOT ON DATABASE
+DS	PFI - UPDATE DISPOSAL DETAILS
+ND	PFI - NOMINAL/DESCRIPTIVE/REFERENCE UPDATE

N.B. Some PFI message types are logged with codes that also exist for NSPIS updates – see above.

Code	Description
+ED	FIREARMS - PNCID ENQUIRY
+EH	FIREARMS - NASCH ENQUIRY
+EL	FIREARMS - POLICE PRINT
+EY	FIREARMS - ACTIVITY REPORT
+HC	FIREARMS - CREATE NEW SUBJECT
+HD	FIREARMS - DELETE FIREARMS CERTIFICATE HOLDER
+HE	FIREARMS - ADDITIONAL COMPANY ADDRESSES
+HF	FIREARMS - ADD REPORT
+HN	FIREARMS - NOTIFICATION OF DEATH

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

<b>Code</b>	<b>Description</b>
<b>+HO</b>	FIREARMS - TRANSFER OWNERSHIP
<b>+HR</b>	FIREARMS - AMEND STATUS
<b>+HS</b>	FIREARMS - AMEND SUBJECT
<b>+HT</b>	FIREARMS - TRANSFER REPORT
<b>+HU</b>	FIREARMS - AMEND REPORT

<b>Code</b>	<b>Description</b>
<b>+IA</b>	FIND - NASCH SEARCH
<b>+IC</b>	FIND - PNCID SEARCH

<b>Code</b>	<b>Description</b>
<b>@NE</b>	AIRWAVE - Names Enquiry using NASCH factors
<b>@NP</b>	AIRWAVE - Names Enquiry using PNCID
<b>@VE</b>	AIRWAVE - Vehicle Enquiry
<b>@VS</b>	AIRWAVE - Vehicle Enquiry, short message service

<b>Code</b>	<b>Description</b>
<b>+SA</b>	ViSOR - NASCH Enquiry
<b>+SC</b>	ViSOR - PNCID Enquiry
<b>+SI</b>	ViSOR - Create/Maintain/Transfer ViSOR Indicator
<b>+SW</b>	ViSOR - Notify ViSOR of a Weed
	The following codes are not yet in use:
<b>+SM</b>	ViSOR - Notify ViSOR of Update to Nominal Record
<b>+SN</b>	ViSOR - Notify Person of Interest
<b>+SO</b>	ViSOR - Update Nominal Record
<b>+SS</b>	ViSOR - Notify Report (Activity)



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

**APPENDIX 6 - FORCE CODES**

Contact details for each police force and other customer organisation may be obtained via #QF. Contact details for the PNC Liaison Officer may be obtained via #QS, using the relevant 2-digit code.

<b>Code</b>	<b>Description</b>
<b>01</b>	METROPOLITAN
<b>02</b>	METROPOLITAN
<b>03</b>	CUMBRIA
<b>04</b>	LANCASHIRE
<b>05</b>	MERSEYSIDE
<b>06</b>	GREATER MANCHESTER
<b>07</b>	CHESHIRE
<b>08</b>	HER MAJESTY'S INSPECTORATE OF CONSTABULARY
<b>09</b>	SOCIAL SERVICES (SCOTLAND)
<b>10</b>	NORTHUMBRIA
<b>11</b>	DURHAM
<b>12</b>	NORTH YORKSHIRE
<b>13</b>	WEST YORKSHIRE
<b>14</b>	SOUTH YORKSHIRE
<b>15</b>	SERVICE POLICE CRIME BUREAU
<b>16</b>	HUMBERSIDE
<b>17</b>	CLEVELAND
<b>18</b>	NOMS - PROBATION SERVICE
<b>19</b>	(FORCE 19)
<b>20</b>	WEST MIDLANDS
<b>21</b>	STAFFORDSHIRE
<b>22</b>	WEST MERCIA
<b>23</b>	WARWICKSHIRE
<b>24</b>	MINISTRY OF DEFENCE
<b>25</b>	NPIA - PNC TESTING
<b>26</b>	NPIA - PNC TESTING
<b>27</b>	NPIA - PNC TESTING
<b>28</b>	NPIA - BROADCAST
<b>29</b>	PRISON SERVICE (SCOTLAND)
<b>30</b>	DERBYSHIRE
<b>31</b>	NOTTINGHAMSHIRE
<b>32</b>	LINCOLNSHIRE
<b>33</b>	LEICESTERSHIRE
<b>34</b>	NORTHAMPTONSHIRE
<b>35</b>	CAMBRIDGESHIRE
<b>36</b>	NORFOLK
<b>37</b>	SUFFOLK
<b>38</b>	
<b>39</b>	NPIA - ICTLP
<b>40</b>	BEDFORDSHIRE
<b>41</b>	HERTFORDSHIRE
<b>42</b>	ESSEX
<b>43</b>	THAMES VALLEY

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

<b>Code</b>	<b>Description</b>
44	HAMPSHIRE
45	SURREY
46	KENT
47	SUSSEX
48	CITY OF LONDON
49	
50	DEVON & CORNWALL
51	(FORCE 51)
52	AVON & SOMERSET
53	GLOUCESTERSHIRE
54	WILTSHIRE
55	DORSET
56	GUERNSEY
57	STATES OF JERSEY
58	SERIOUS FRAUD OFFICE
59	CIVIL NUCLEAR CONSTABULARY
60	NORTH WALES
61	GWENT
62	SOUTH WALES
63	DYFED-POWYS
64	NATIONAL PORTS OFFICE
65	
66	NATIONAL IDENTIFICATION SERVICE
67	SERIOUS ORGANISED CRIME AGENCY (INTERNATIONAL)
68	HIGHWAYS AGENCY
69	
70	DUMFRIES & GALLOWAY
71	
72	
73	COURTS (WARRANT ENFORCEMENT)
74	STRATHCLYDE
75	OFFICE FOR CIVIL NUCLEAR SECURITY
76	LOTHIAN & BORDERS
77	DEPARTMENT FOR WORK AND PENSIONS SOLICITORS
78	FIFE
79	NPIA - BRAMSHILL
80	TAYSIDE
81	MOD DEFENCE VETTING AGENCY
82	GRAMPIAN
83	SCOTTISH GOVERNMENT HEALTH DIRECTORATE
84	CENTRAL
85	Reserved
86	NOMS - PRISON SERVICE
87	NORTHERN
88	HM REVENUE & CUSTOMS
89	ACPO (including ACRO and AVCIS)
90	SCOTTISH CRIME & DRUG ENFORCEMENT AGENCY

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

<b>Code</b>	<b>Description</b>
<b>91</b>	SERIOUS ORGANISED CRIME AGENCY (DOMESTIC)
<b>92</b>	Reserved
<b>93</b>	BRITISH TRANSPORT POLICE
<b>94</b>	DVLA
<b>95</b>	Reserved
<b>96</b>	SCOTTISH POLICE SERVICES AUTHORITY
<b>97</b>	ISLE OF MAN
<b>98</b>	POLICE SERVICE OF NORTHERN IRELAND
<b>99</b>	Reserved
<b>2A</b>	HOME OFFICE DEPARTMENTAL SECURITY UNIT
<b>2B</b>	NATIONAL AIR TRAFFIC SERVICES
<b>2C</b>	FOREIGN & COMMONWEALTH OFFICE
<b>2D</b>	HOME OFFICE DATA QUALITY & INTEGRITY TEAM
<b>2G</b>	UK BORDER AGENCY (MANAGED MIGRATION DIRECTORATE)
<b>2J</b>	NPIA - NATIONAL DNA DATABASE
<b>2K</b>	CROWN COURT CENTRAL JURY SUMMONING BUREAU
<b>2L</b>	CRIMINAL RECORDS BUREAU
<b>2M</b>	DISCLOSURE SCOTLAND
<b>2N</b>	FINANCIAL SERVICES AUTHORITY
<b>2P</b>	UK BORDER AGENCY (STATUS 2)
<b>2Q</b>	HEALTH & SAFETY EXECUTIVE
<b>2R</b>	CHARITY COMMISSION
<b>2S</b>	(FORCE 2S)
<b>2T</b>	CRIMINAL CASES REVIEW COMMISSION
<b>2U</b>	ROYAL MAIL CORPORATE SECURITY
<b>2V</b>	DEPARTMENT FOR BUSINESS, INNOVATION & SKILLS
<b>2W</b>	DEPARTMENT FOR TRANSPORT
<b>2X</b>	DVLA
<b>3B</b>	ENVIRONMENT AGENCY
<b>3C</b>	MERSEY TUNNELS POLICE
<b>3E</b>	OFFICE OF FAIR TRADING
<b>3F</b>	NHS COUNTER FRAUD
<b>3G</b>	PORT OF TILBURY POLICE
<b>3H</b>	VEHICLE AND OPERATOR SERVICES AGENCY
<b>3J</b>	INDEPENDENT POLICE COMPLAINTS COMMISSION
<b>3K</b>	(FORCE 3K)
<b>3L</b>	(FORCE 3L)
<b>3M</b>	DEFRA LITIGATIONS & PROSECUTIONS
<b>3N</b>	GANGMASTERS LICENCING AGENCY
<b>3U</b>	ACCESS NORTHERN IRELAND
<b>3V</b>	JERSEY CUSTOMS AND IMMIGRATION SERVICE
<b>3W</b>	TRADING STANDARDS
<b>3Y</b>	PORT OF LIVERPOOL POLICE
<b>3Z</b>	NOMS - MENTAL HEALTH UNIT
<b>4B</b>	CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE
<b>9X</b>	(FORCE 9X)

## APPENDIX 7 - REQUEST FORM FOR NO DISRUPTION TO PNC SERVICES

A separate form must be completed for each request and a minimum of four weeks notice is advised to enable the best consideration to be given.

NPIA cannot guarantee compliance with your request as planned outages are determined for reasons essential to the ongoing provision of quality service and are often time critical due to subsequent schedule dependencies.

Your request will be evaluated against the overall consequences of delaying such outages but every effort will be made to comply.

Please ensure your justification for the application is fully stated.

Please email the completed form to [REDACTED], or fax it to the PNC Service Desk on [REDACTED].

FORCE NAME/ NUMBER	DATE	TIMEFRAME START TIME END TIME	REASON INCLUDING OPERATION NAME IF APPROPRIATE	APPLICATIONS REQUIRED TICK CHECK BOX FOR APPLICATION(S) REQUIRED	REQUESTOR DETAILS NAME AND CONTACT NUMBER(S) FOR QUERIES AND DURING OPERATION TIMEFRAME	AUTHORISING NAME POSITION IN FORCE – INSPECTOR OR ABOVE
				<input type="checkbox"/> PNC Names <input type="checkbox"/> PNC Vehicles <input type="checkbox"/> PNC Property <input type="checkbox"/> PNC Crimelink <input type="checkbox"/> ViSOR <input type="checkbox"/> NFLMS <input type="checkbox"/> NSPIS, Case Prep & Custody <input type="checkbox"/> NABIS <input type="checkbox"/> Other (please specify)		

### Disclaimer of PNC Services Availability

NPIA PNC Services endeavours to ensure that requests for no disruption of PNC services described on this form are met, but reserves the right to make alterations to PNC services (if necessary) when planned changes need to be implemented. Wherever possible we will negotiate the best times for an outage.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 1

**NOTES**

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

## **CHAPTER 2 - VEHICLES APPLICATION**

### **1. DESCRIPTION OF VEHICLE RECORDS**

The database contains a record for each vehicle, registered with the DVLA, in England, Scotland and Wales, including vehicles transferred from Northern Ireland if the VRM is retained, and vehicle records created by the police which are not currently registered at the DVLA. There are over 55 million records available to the application. These records conform to a standard format and a normal record will contain all or some of the following details:

- Vehicle Registration Mark  
*The VRM which is currently allocated to the vehicle.*
- Previous Vehicle Registration Mark  
*This will only be present on those records which have had a further VRM allocated by the DVLA, e.g. Cherished Transfers. Not all cherished numbers are linked to a second VRM.*
- Make, e.g. Ford(UK)  
*A full list of all standard makes can be obtained using the #VQ transaction.*
- Model, e.g. Mondeo  
*A full list of all standard models can be obtained using the #VQ transaction.*
- Engine capacity, e.g. 125cc
- Colours  
*Maximum of two colours from the standard list at Appendix 1.*
- Vehicle Body Type  
*Standard types, together with the restricted list of input abbreviations at Appendix 2.*
- Month/Year of first registration
- VIN (C/F) and Engine number
- Name and address of keeper (including postcode for DVLA records)
- Date when current keeper notified acquisition of vehicle
- Insurance details held on the Motor Insurance Database
- MOT expiry date
- Vehicle Excise Licence serial number and expiry date  
*This field is currently not being populated with data and displays NOT HELD for every record*

**N.B.** British Forces Germany (BFG) and Ministry of Defence (MOD) Vehicles are now held on PNC. These vehicles, which formerly carried military styled number plates, now display standard British VRMs. However, BFG and the MOD and NOT the DVLA issue these. If such a VRM is checked the vehicle details will not be displayed. Instead, the screen response will direct the enquirer to a telephone contact point for further information. In case of difficulty, use the contact numbers provided via #QF for the Service Police Crime Bureau (Force 15) or the Ministry of Defence Police (Force 24).

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**1.1. Police Markers**

Markers which appear on a vehicle record will be those which originate from DVLA, except for STOLEN, FOREIGN and POL EXAM. These are generated by the system when users update the record.

Records may contain the following Markers and/or Police Reports:

- **Foreign**

The record has been created by a police force for a vehicle that is registered abroad and is subject of a Police Report, e.g. it is a stolen vehicle.

- **Pol Exam**

Added to vehicles (excluding motorcycles) at the request of an authorised vehicle examiner where the manufacturer's VIN has been altered, but the examiner has since established the identity of the vehicle and attached tamper resistant labels to it. The force/station code of the marker provides a contact point should further information be required and a register is also held by Retainagroup, whose police only telephone number is [REDACTED].

- **Stolen**

The vehicle must have an unpaired LOS report present on the record.

**1.2. DVLA Markers**

The following markers are generated by DVLA:

- **Cherished Transfer**

Indicates that the DVLA record has been the subject of cherished transfers on the vehicle's main file record.

- **Diplomatic Privilege**

Indicates that the full record concerning the vehicle is held with a VRO. Any enquiries or information required concerning these vehicles and/or their occupants should be directed to Force Station Code 02AX for further information.

- **Direct Export**

This marker is only available to motor manufacturers or sole import concessionaires. Certain foreign countries will not allow such a vehicle to be imported unless it bears a VRM of the country of export. The vehicle will bear an 'XP' or 'X' plate as described under Personal Export below, but the vehicle may not be used on the roads in this country.

- **Permanently Exported**

The vehicle has been taken abroad on a permanent basis. This marker is generated as a result of completing the appropriate box on the back of form V5C (Vehicle Registration Document) and submitting it to the DVLA. It is also put on after a PERSONAL EXPORT vehicle has been declared exported by the keeper. This vehicle may be lawfully used on the road in this country until the date of export recorded on the Certificate of Permanent Export form V561.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

- **Personal Export**

This marker is used for two export schemes:

- **Personal Export Scheme**

The vehicle has been bought and registered in this country but will be taken abroad to a non-EU country on a permanent basis after being used in this country for a limited period. If the purchaser is British the period is 6 months; if they are a visitor to this country then the period is 12 months.

- **New means of Transport Scheme**

The vehicle has been bought and registered in this country but will be taken abroad to an EU country on a permanent basis after being used in this country for a limited period. The purchaser may use the vehicle in this country for up to two months.

**N.B. New VRMs have been issued for personal export vehicles since 1 January 1993.**

From 1993 until 2001 the VRM incorporated the letters 'XP', preceded by a letter from A to M to indicate the month of issue and with the normal year-related prefix. For example S123CXP related to March 1999.

Since September 2001 the VRM format for Direct and Personal Export vehicles has been two letters (X followed by a letter from A to F to indicate the month within the 6-month cycle starting in March or September), two year-related numbers (e.g. 07 for March to August 2007) and three sequential letters. Thus XE56ABC would have been issued in January 2007.

- **Record Query**

Indicates that the DVLA has been notified by the police of an error in one or more fields of the record, by use of the form V79. Initially this should have been accompanied by a Correction report (see section 3.1).

- **Refer V5**

Indicates that a discrepancy has been noted in the VIN or engine number, as recorded by the DVLA, and that on the vehicle.

- **Scrapped**

Indicates that the DVLA have been notified that the vehicle has been scrapped, often with the date. A new process introduced in 2006 checks data coming from DVLA with this marker against vehicles with a police Lost/Stolen report. Any force owning a LOS report will receive a batch notification if DVLA mark it as scrapped.

Note that the SCRAPPED marker could mean either that the vehicle should **definitely not** be on the road (MIAFTR categories A or B) or that the keeper had notified DVLA of the scrapped status (C or D) via their V5C form, in which case its presence on the road **may** be legitimate.

- **Statutory Off-Road Notification (SORN)**

Applicable to all vehicles taxed on or after 31 January 1998. The owner of any vehicle whose Vehicle Excise Licence expires on or after this date is required either to re-tax the vehicle or to declare it 'off-road'. The declaration lasts for 12 months or until the vehicle is sold or exported. The expiry date of the declaration appears on the marker.



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

- **VEL Expired**

Indicates that the Vehicle Excise Licence has expired. This marker is placed on a vehicle record by the DVLA three months after expiry of the licence.

- **VEL Void**

Indicates that the Vehicle Excise Licence was purchased using a cheque that has subsequently been dishonoured. The licence is therefore no longer valid. This marker is not entered until after Post Office Counters or DVLA have written to the keeper giving them a chance to pay.

- **V23 Submitted**

Indicates that information has been received at the DVLA that the vehicle is so badly damaged as to be a potential total loss. This information is provided to DVLA by the insurance industry. Police officers should only submit a V23 to DVLA for uninsured vehicles that are likely to be written off. This marker is never removed throughout the remaining life of the vehicle record.

In addition, vehicle insurers notify DVLA separately about vehicles that are physically beyond repair. The records for these vehicles are frozen and no new documentation or licence is issued until DVLA have notified the police and given them the opportunity to inspect them.

### 1.3. DVLA Markers Relating to Change of Keeper

- **As Notified by Police/Local Authority**

Where DVLA are notified of a change of keeper on form V28. This is where a roadworthy abandoned vehicle has been sold by the police or local authority, or is sold by police following a court order.

- **Disposal Notified/Keeper Query**

A note opposite the displayed keeper details indicates the presence of these markers. One of the phrases explained below is displayed.

**KEEPER SINCE <date> HAS TOLD DVLA NO LONGER KEEPER**

The keeper shown has notified disposal of the vehicle via their registration document, (V5C) or by letter. They will probably have informed the DVLA of the new keeper's name and address. The disposal notification is microfilmed at the DVLA and the microfilm number is shown on the penultimate line of the (previous) keeper's address. A microfilm number consists of 11 digits.

The microfilm number should be quoted when making an enquiry to obtain the new keeper details. Urgent enquiries can be made by DVLA Liaison Officers by telephone to the Police Enquiry Unit. Less urgent enquiries should be made using form CLO 504.

**Construction of Microfiche numbers**

The first digit indicates the year. The year will always be in the last decade.

The next three digits indicate the date notification was received and uses the Julian date (e.g. 124 = 4<sup>th</sup> May, or 3<sup>rd</sup> May in a leap year).

The remainder of the number is sequential.

**KEEPER SINCE <date> AS NOTIFIED BY PREVIOUS KEEPER**

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

The previous keeper has notified the DVLA of the new keeper, who has not notified the DVLA of possession, but whose name and address are displayed (normally applies only to vehicles which changed hands before November 1978).

The DVLA will not update the record until confirmation is received from the new keeper.

#### **KEEPER HAS CHANGED**

This marker is generated by the PNC when reports are present on a record (e.g. INF, SEE, REM etc.) and a keeper notifies change.

It appears on the report between the Incident Date and Created Date fields.

- **In Trade**

This is where the vehicle is sold to a motor trader. It stops the number of previous keepers being incremented. The microfiche number will be present in the address. The 'NO LONGER KEEPER' marker will also be present.

#### **1.4. DVLA Markers relating to keeper details**

##### **CURRENT ADDRESS NOT KNOWN, SUPPORTING DOCUMENTS AT DVLA SWANSEA SA99 1AN**

The address of a registered keeper is not known or not yet confirmed and the person residing at the address shown on the DVLA record has satisfied them that the keeper does not live there.

Enquiries have failed to determine an alternative address and therefore this marker will be shown in the address field.

If the supporting documents referred to are needed urgently they can be obtained from the DVLA via the Police Enquiry Unit.

##### **ADDRESS OUTSIDE UK MAINLAND**

This wording is displayed in records where the VRM is in UK mainland format but the address of the registered keeper is outside the UK mainland (e.g. Northern Ireland, Republic of Ireland). This does not constitute a DVLA marker, and the wording is displayed on the first line of the address.

#### **1.5. Other Markers**

In addition to those items of information listed as the contents of a normal record, the following information is displayed upon records in the appropriate circumstances:

##### **1.5.1. BLOCKED**

A force has the ability to suppress the keeper details held on any DVLA record, or Police Record which they own. This replaces the keeper details with the wording BLOCKED BY and details of the force responsible for this action, the time, date and local reference. A Blocked marker should be accompanied by a RESticted report advising users accessing the record who to contact if information is required regarding this vehicle. For advice about auditing Blocked markers see section 9.17 of this chapter.

This does not, however, cause the DVLA record to be blocked. For a block to be created upon the DVLA record, a written request must be made requesting this action. An officer of the rank of Inspector or above or other authorised member of support staff must make this request.

**Information about the vehicle must not be passed over insecure channels.**

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

## 1.5.2. IN CONFIDENCE - POLICE EYES ONLY

When a vehicle record at the DVLA is protected from enquiry by the public, the equivalent PNC record will display the above literal in addition to the keeper's Name and Address if record protection has been requested, in writing, by an approved organisation (see Appendix 4 of this chapter).

**Information about the vehicle must not be passed over insecure channels.**

## 1.5.3. Void Record

When there has been no recent activity on the DVLA computer file or a VRM is no longer current (for reasons such as a cherished transfer or diplomatic plate allocation) the record is marked as INACTIVE on the DVLA database. A void record replaces the equivalent PNC record. The information held in a void record is identical to that of a normal or VRO record except that the name and address of the registered keeper is replaced by one of the following:

**VOID CHER TRAN**

Shown with the date of voiding at the DVLA, following the transfer of a cherished VRM to the vehicle previously bearing the quoted VRM.

**VOID**

Shown with the date of voiding at the DVLA for those records archived after the accepted period of inactivity or for other reasons. The post town and postcode are retained from the keeper's address and are displayed immediately below the VOID wording.

Certain vehicles taken to an Authorised Treatment Facility (ATF) to be environmentally destroyed will be issued with a Certificate of Destruction (CoD). As vehicles that have been through this process and been disposed of environmentally are by definition no longer a vehicle, the record is voided. The vehicle will be marked VOID and SCRAPPED on the same date. A CoD vehicle should never come back onto the road.

The CoD process is only applicable to certain classes of vehicle, namely passenger-carrying vehicles, light goods vehicles up to 3,500kg and 3-wheel motor vehicles (excluding motor tricycles). Other vehicles still need to be taken to an ATF to ensure they are destroyed to environmental standards. The ATF will arrange for the vehicle record at DVLA to be updated via a Notification of Destruction.

**NOTIFIED AS VOID BY DVLA**

Used to retain Police Reports. This marker is to show that the normal period of inactivity has been reached but because the vehicle has Police Reports on it will be retained until the last report is removed.

## 1.5.4. RETENTION VRM

When a VRM is not currently being displayed on any vehicle, the right to use it may be purchased by the keeper of the last vehicle that bore it (the "grantee") by paying the appropriate annual fee to DVLA. This is usually a Cherished VRM, but may be any number plate. The PNC record displays **RETENTION VRM** in the Current Keeper field of the last vehicle to bear it, together with the date of retention at DVLA and the postcode of the grantee.

If the vehicle is roadworthy DVLA will issue it with an age-related plate. A search on the VIN would result in the display of two records for this vehicle, one with the current keeper and age-related VRM, the other with the Retention VRM.

If the retained VRM passes to a different keeper, it must be allocated to a vehicle and would thus no longer be a RETENTION VRM.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**1.6. Cherished Transfer Record**

Cherished Transfer records are held on the database in full. They contain the previous age-related VRM that was allocated to the vehicle. Such records can be accessed using either of the VRMs. The age-related VRM shows VOID CHER TRAN in the keeper's field. When that vehicle itself becomes inactive it will be deleted from PNC when the VOID CHER TRAN weed date is reached (5 years), and the Cherished Transfer VRM will no longer show it as the previous age-related VRM.

**1.7. Vehicles with 'Q' prefix number plates**

In certain circumstances DVLA assign a number plate with a 'Q' prefix to vehicles. These include those with uncertain origin (e.g. kit conversion cars), uncertain age (e.g. imported vehicles where the date of first registration cannot be established), imports whose original plate is in a foreign alphabet (e.g. Arabic) and vehicles on the Off-Road Register (e.g. quad bikes, construction and plant machinery). For enquiries relating to a foreign vehicle displaying a temporary 'Q' plate ring the DVLA Police Enquiry Line.

**2. RECORD LIFE AND WEEDING****2.1. Normal/Void Records**

A normal record remains on the PNC file until such time as its DVLA equivalent is void. The record is then replaced on the file by a void record. At present void records are retained on PNC for a further period of one year (except for 'Q' plates – see next paragraph). The minimum life of a record, first as a normal record and then as a void record, is therefore four years following first registration.

Vehicles with a 'Q' prefix, many of which are registered on the DVLA Off-Road Register, are retained on PNC for at least 10 years. Records are only removed from the file by NPJA on notification by the DVLA, by the next run of the weed job after the minimum qualifying period has passed.

Note that until 2010, several million void vehicle records were weeded annually at the same time. Now the process is conducted on a weekly basis, which means void records are removed much more promptly and the vehicles file is more stable in size.

**2.2. VRO Records**

VRO records bearing Permanent, Personal or Direct Export markers remain on the file indefinitely. Records bearing Diplomatic Privilege Markers remain on the file as VRO records until such time as the diplomatic VRM is no longer applicable (e.g. on disposal). The vehicle is then allocated a normal VRM and the VRO record transferred to the DVLA. The VRO record is removed and a normal record under the new VRM is set up. Diplomatic VRMs that have been withdrawn are not re-issued. The file shows a NO TRACE response.

**2.3. Police Records**

A Police Record remains on the file until one or other of the following occurs:

- A normal or VRO record containing a description of the vehicle and the keeper's Name and Address replaces it. Forces carry out the operation of deleting the police created record.
- It is deleted when the last report held on the record is deleted by the police.
- It is weeded from the file after the report life of the last remaining report has expired.

**2.4. Cherished Transfer Records**

Cherished transfer records remain on the file and the VRMs of the donor and recipient vehicles are indicated within the record.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**3. DESCRIPTION OF POLICE REPORTS**

All Police Reports consist of the following fields, some of which are mandatory.

**3.1. Report Type - Mandatory**

Report type falls into one of the ten categories listed below. A maximum of twelve of these reports can be held on any individual vehicle record at any one time.

- **LOS**      **LOSt** or stolen or obtained by deception. If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the LOS report will be automatically alerted if the vehicle is recovered and a FOU report is added. See section 3.6.4 for further details.
- **FOU**      **FOU**nd or apparently abandoned or repossessed by a finance company. The system will automatically generate an off-line notification to the force owning a LOS report when a Found report is inserted onto the record.
- **ACT**      **ACT**ion is required when the vehicle is traced. Only one outstanding ACT report is allowed per vehicle (i.e. unpaired with a REA report) but multiple ACT/REA pairs may exist. To ensure national standards are met the first three words of an ACT report are validated and must be the **priority** (HIGH, MEDIUM or LOW), the **action** required (STOP, MONITOR or ASSESS) and the **reason** (CRIME, DETAILS, DISQUALIFIED, DRUGS, MISPER or VISOR). A HIGH priority report may only be created with the designated authority level (see the latest ACPO endorsed ACT/REA report guidance referred to in section 9.18) and where life is at risk or in other serious circumstances. Only a space is allowed between the priority and the action, and the action and the reason.

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the ACT report will be automatically alerted if the vehicle is traced and a REA report is added to indicate the required action has been taken. See section 3.6.4 for further details.

When there is insufficient space in the text to convey all the information that is deemed essential for operational purposes, one or more INF reports should be used to hold the overflow. It is best practice to set the weed date of such INF reports to be consistent with that of the associated ACT report.

**Use of the ACT report must be proportionate to the aim and the least intrusive method of operating, ensuring that the reasons for its use are relevant and sufficient for the purpose.**

- **REA**      **REA**ction report indicates a response to an action request, and may only be added to a record when an unpaired ACT report is present. If it is apparent that the ACT report is of ongoing relevance to an investigation, or only part of the action has been completed, a REA report should not be used. Interim action could be recorded in an INF report, and the owner of the ACT report should be informed of this verbally or by email.
- **INF**      **INF**ormation about the vehicle, which may or may not be related to crime or criminal activity. The text **MUST** explain the circumstances of the report. (Vehicles must not be recorded solely because the user belongs to a particular group or organisation).

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the INF report will be automatically alerted if the vehicle is traced and a REA report is added to an unpaired ACT report present on the record. This will enable the INF owner to review whether their report is still required or to change it to an ACT report if appropriate. See section 3.6.4 for further details.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 2
----------------------------------	-----------

**Use of the INF report must be proportionate to the aim and the least intrusive method of operating, ensuring that the reasons for its use are relevant and sufficient for the purpose.**

#### **Road Traffic Act 1991 - Vehicle Prohibition Powers**

The Information report can be used to record the issue of a notice of prohibition under this Act.

#### **Police Reform Act 2002 - Warnings**

In England & Wales the Information report can be used to record the issue of a warning under s.59 of this Act. The report may be confirmed, or left unconfirmed, at the discretion of the force. The text must contain detail linking the warning to the respective nominal record (PNCID and check name as a minimum - see Chapter 13, section 4.3.1), the time, date, place and officer issuing the warning, and a cross-reference to any additional force held information.

Forces must carefully manage these reports and monitoring of the 'keeper change notification' batch report, generated by VE601J, may assist in this process.

#### **Police (Retention and Disposal of Motor Vehicles) (Scotland) Regulations 2005**

In Scotland the Information report can be used to record the issue of a warning under the above regulations, which also refer to S126-127 of the Antisocial Behaviour etc. (Scotland) Act 2004. Other than the different enabling legislation, the way in which PNC is used to record these warnings is as described above in respect of the Police Reform Act 2002.

- **SEE**      **SEE**n or checked by the police in particular locations at particular times, which may assist in the investigation of a specific crime or crimes. If a record contains an outstanding (unpaired) LOS report a SEE report may not be added.
- **REM**      **REM**oved into police custody or from one location to another for law enforcement purposes, without the keeper being aware of the new location of the vehicle. This includes removal by reputable private contractors with whom forces have entered an agreement to be notified. The text **MUST** include the new location of the vehicle and, if applicable, the full contact details of the private contractor (i.e. not just a mobile phone number). If a record contains an outstanding (unpaired) LOS report a REM report may not be added.
- **RES**      **RES**tricted report is used on police owned or other emergency service vehicles only (see section 9.16.1). It is used to record information that might prevent inappropriate action by the police, or to initiate specific action as detailed in the text. This information must **NOT** be disclosed over insecure channels.
- **COR**      **COR**rection report should be used to input vehicle or keeper details, where they differ from that held on the vehicle record. However, any changes of keeper details must ONLY be input if they have been supplied by the new keeper of the vehicle, or as a result of verified information given by a police officer. In all cases, a form V79 (Police Notification of Vehicle/Keeper Information) must be submitted to the DVLA without delay.

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the COR report will be automatically alerted if the vehicle is traced and a REA report is added to an unpaired ACT report present on the record. See section 3.6.4 for further details. This will enable the COR owner to review whether their report is still required, or potentially ascertain new information about foreign vehicles.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

- **DES** **DESTROYED** report should be used to indicate that the vehicle to which it refers has totally burned out **and cannot ever be repaired and returned to use.** This report must not be used for vehicles written off because of accident damage unless as a result of the accident the vehicle was completely destroyed by fire. Once a record contains a DES report, only INF or COR reports may be added.

### 3.2. Report Owner - Mandatory

The Force Station Code that is the contact point for any further enquiries about the report. The owner of a report is responsible for the validity and accuracy of its content, and may amend all fields except the Owner and Creator. The owner may delete the whole report, even if it was created by another force or station.

### 3.3. Report Creator - Optional

This field is only required when a report is added to a record by one force or station on behalf of another. The Force Station Code must be different to the Report Owner field. The creator may amend all fields except the Owner and Creator, and may delete the whole report.

### 3.4. Reference - Mandatory (for confirmation)

This reference is intended to assist an enquirer to obtain further details about the report from the Report Owner. Force procedures will dictate the content of the reference.

### 3.5. Incident Date(s) - Optional

The date, or period, during which the incident leading to the report occurred.

### 3.6. Text - Mandatory

Text must be included for all reports. It should provide additional information to assist when a vehicle comes to notice and indicate any action to be taken. If linked to a **MISPER, WANTED** or **DISQUAL** report it must contain the **PNCID**. If linked to property it must include the **PROPID**.

Note that for Data Protection purposes procedures should be in place to review and monitor linked records.

#### 3.6.1. Personal information

Personal information held in the text will be limited as follows:

- **LOS** reports, to such personal details of the keeper or other person as may assist the recovery of the vehicle. The telephone number of the loser will **NOT** be included. It is important to include whether the vehicle has been lost, stolen or obtained by fraudulent means.
- **ACT** and **INF** reports, to such particulars of the user, crime or criminal activity as are needed to enable officers to act appropriately. The PNCID of subjects should be used, not their name, and their gender and ethnicity included if space permits. If the vehicle is linked to a PNC property item include the PROPID. If a report is cross-referenced on the Names or Property file the VRM should be included in the relevant text on those files. Care must be taken that the information is clear and unambiguous; for example, if the occupants are armed then the text **MUST** specify with what, e.g. firearms, pick axe handles.
- **SEE** reports, to details of the occupants.
- **RES** reports, to that which assists the police or vehicle user.

Up to three lines of free text - each line comprising 66 characters - is available in all report types. The date(s) on or between which the incident occurred should **NOT** be inserted in the text field.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

### 3.6.2. Abbreviations

Abbreviations may be used but only when absolutely necessary to conserve space. Only abbreviations that appear on the list of standard abbreviations issued by ACPO should be used. This list is incorporated into Appendix 1 of Chapter 1.

### 3.6.3. Motorcycle Records

When a police report of any type is being added to a motorcycle record it is recommended as best practice to include the Model details in the report text, if it is not already shown in the Model field. This will assist with vehicle and vehicle parts identification, as the Model field is known to be blank in a significant proportion of motorcycle records.

### 3.6.4. Email Address for automatic notifications

If the report text includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning the report will be automatically alerted by email if a certain type of report is added to the vehicle record.

For example, if the text of an unpaired LOS report contains <VEHICLE-CRIME@> and the owner is 47HQ, if a FOU report is added the address [vehicle-crime@sussex.pnn.police.uk](mailto:vehicle-crime@sussex.pnn.police.uk) will be notified. A generic email address such as this, rather than an individual one, is recommended.

The automatic email facility is currently triggered by the following combinations:

#### **Vehicles**

Email address present in unpaired LOS report		Notified when FOU report added
Email address present in unpaired ACT report		Notified when REA report added
Email address present in INF report	*	Notified when REA report added
Email address present in COR report	*	Notified when REA report added

\* Only applies if unpaired ACT report is present on the same VRM.

#### **Property (Plant, Trailers and Animals only)**

Email address present in unpaired LOS report Notified when FOU report added

## **4. HAZARDS**

It is possible to record life-threatening information (e.g. firearm used/involved or dangerous drugs contained within a vehicle) more visibly than by just using the text of vehicle reports. Hazards associated with a VRM may be linked to ACT, INF and LOS reports. In enquiry transactions which show a summary screen (#VC, #VF, #VH, #VL, #VM, #VP and #VR) an H will appear at the end if the vehicle has hazards.

There are currently five hazards that can be added to a report:

- **CHEMICAL**

Add the name of the chemical and its effect to the text, e.g. corrosive, plus the HAZCHEM code if known. It should not be added merely to indicate the presence of a substance normally found as part of the vehicle, e.g. brake fluid.

- **EXPLOSIVES**

This should not be added merely to indicate the presence of a substance normally found as part of the vehicle, e.g. fuel.

- **OCCUPANTS POTENTIALLY DANGEROUS**

This should be used in circumstances when the occupants of the vehicle have used or threatened violence, and when the WEAPONS hazard has been used.

- **RADIATION**



## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 2

- **WEAPONS**

This should be used where it is alleged that the occupants of the vehicle are in possession of weapons. Except for ACT reports, where the priority, action and reason precede it, the warning **\*WEAPONS\*** must be entered at the start of the text, and as much detail about the specific weapon should be included. If the weapon is a firearm the text should start **\*FIREARMS\*** (see section 9.18.5).

N.B. The Chemical, Explosives and Radiation hazard markers should not routinely be present on vehicles containing such substances. They would be added at the time of the theft of the vehicle, or another incident, is confirmed if present in such quantities as to pose a problem for anyone dealing with the vehicle.

### 5. REPORT LIFE AND WEEDING

All reports have a pre-determined lifespan except DES, which remains on the system indefinitely. A change has been agreed to alter this to 6 years, in line with the LOS report.

For most of the other reports, the weed date is 6 weeks after creation if the report is unconfirmed and significantly longer if confirmed. After review the weed date of an ACT report may be changed to anything from 28 to 112 days from the review date. Once an INF or RES report has been confirmed its weed date may be specified for any time between 28 and 365 days into the future from the amendment date. If necessary such a report may be kept on the system for many years simply by periodically extending the weed date.

- ACT                      12 weeks
- ACT/REA pair        2 weeks after pairing
- COR                    6 weeks (unconfirmed)        3 years (confirmed)
- DES                    No weed dates. Owners of report responsible for deleting if necessary.
- FOU                    8 weeks (unpaired)
- INF                    6 weeks (unconfirmed)        Up to 1 year (confirmed)
- LOS                    6 weeks (unconfirmed)        6 years (confirmed)
- LOS/FOU pair       6 weeks after pairing (LOS reports must always be paired before deletion)
- REA                    Not applicable - cannot exist without ACT report
- REM                    6 weeks (unconfirmed)        1 year (confirmed)
- RES                    6 weeks (unconfirmed)        Up to 1 year (confirmed)
- SEE                    2 weeks

**Each force should ensure there is a review process for all ACT and INF reports.**

#### 5.1. Weeding Procedures

Reports are weeded when they exceed their report life span. In order to assist forces, warnings of imminent weeding are sent to forces owning reports, four weeks prior to the normal expiry date, in all cases except SEEn reports.

For Data Protection purposes a list of all reports owned by a force is sent to that force at six-monthly intervals. A force may also request additional lists for specific report types.

### 6. ENQUIRIES ON VEHICLE RECORDS

Enquiries on vehicle records can be made in several ways.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

### 6.1. Complete Record Enquiry (#VE)

A search of the application using the transaction code #VE will identify any records which contain the VRM used on either the Current or Previous VRM. The response will display the vehicle's details and any associated reports. **This transaction must not be used as the default for automatic ANPR checks** (see PNC L/O Letter 2008/067). #VE may only be used with ANPR for specific road policing operations when there is a response capability in place.

The transaction can be carried out either formatted or unformatted.

#### 6.1.1. Formatted Search

- enter #VE in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key

A format is returned which allows up to 11 alpha/numeric characters to be inserted, allowing for enquiries to be made on foreign vehicles.

- complete format
- press the SEND key again to complete the enquiry.

#### 6.1.2. Unformatted Search

- enter #VE in the TCODE field
- complete the Originator and Reason Code fields
- enter the VRM on the data line
- press the SEND key to complete the enquiry.

#### 6.1.3. Types of Response

- **NO TRACE**

Occurs only if the VRM enquired upon has no corresponding record on the PNC.

- **SINGLE RECORD**

The enquiry has found only one matching record. If there is more than one report present on the record further paging options are made available and the transaction will have to be abandoned prior to commencing a further transaction.

- **MULTIPLE RECORDS**

The response will indicate that more than one record is assigned to the VRM enquired upon.

These records, and any associated reports, can be paged through (see Paging below) and abandoned once the records are no longer required for viewing.

If the response to an enquiry is more than 30 records then only the first 30 records can be viewed. Thereafter the transaction must be repeated using the printer method to obtain a copy of all the records.

#### 6.1.4. Motor Insurance

Since September 2001 #VE and #VM have provided access to the Motor Insurance Database (MID), an external database funded and updated by the insurance industry to combat uninsured motoring. The #VI) transaction can provide historical insurance information. For these three codes a banner is displayed at the top of the screen to show the date used for the

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

MID check. In the case of #VE and #VM this will always be the date on which the PNC transaction was performed, whereas for #VI it will be the date specified in the input, which may be changed from the default of today's date to a date up to 7 years in the past.

#### 6.1.4.1. Police Use of Insurance Data

Use of the data has been granted to the police service to detect uninsured vehicles and other insurance offences in accordance with s165 of the Road Traffic Act 1988. The information may only be used if the PNC enquiry relates to the presence of a vehicle on a road ("road" is defined within the provisions of the Road Traffic Act). See Appendix 7 for further details.

It should be noted that the police are entitled at any time to ascertain whether or not a vehicle on a road has valid insurance on that day. This includes access by, or on behalf of, police officers, special constabulary, police staff, PCSOs and traffic wardens employed by the police service.

Roadside checks of moving vehicles may be carried out provided that the capability exists to stop a vehicle for which the MID does not hold an insurance record. Parked or unattended vehicles may only be checked if the officer is prepared to wait for the return of the driver in order to be in a position to issue a HORT1 should the need arise.

The only permitted use beyond that is granted under s29(3) of the Data Protection Act 1998, via #VI or upon application to the Motor Insurers' Bureau (see Appendix 6 and Appendix 7 for further details).

#### 6.1.4.2. Insurance Details Provided

The insurance information accessible via the PNC includes the same information that would be presented on the printed insurance certificate. It should enable enquiries to be made about the class of use of the vehicle (e.g. social, domestic and pleasure), permitted drivers, whether the policy is currently valid and if the correct class of vehicle has been covered. In addition the details of the insurer and policy number are provided.

If the Date of Birth of a named permitted driver has been supplied to the MID by the insurer it will be displayed on the same line as the name. If there are more than five named drivers on the MID record a banner will be shown at the bottom of the PNC screen stating MORE NAMED DRIVERS ON MID. If necessary you should make further enquiries with the Motor Insurers' Bureau.

Note that when an insurer has not supplied any information to the MID about additional permitted drivers, the PNC enquiry will display PERMITTED DRIVERS CODE NOT SUPPLIED in the Permitter Driver field. This should not be interpreted to mean that no one other than the policyholder is permitted to drive, but simply that the information, if any, has not been made available. If necessary you should make further enquiries with the insurer concerned.

#### 6.1.4.3. Insurance Indicator Messages

The following indicators may appear on the first page of #VE (and #VM in full record display), when doing an enquiry:

HELD	Means that a policy has been found and can be viewed.
NOT HELD	Means that no valid policy has been found (and it may be worth issuing a HORT1). <b>It does not mean that the vehicle is definitely uninsured – see note below.</b>
UNAVAILABLE	Means that any information that may exist is unavailable to the enquirer. This can be because the connection with the MID is not possible, the transaction has timed out (which may be a short-term problem) or that policy information is withheld because the vehicle is blocked. In the latter case contacting MIB is advised.
ERROR	Means that an error has occurred while attempting an Insurance search.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

N.B. Starting at midnight each day the MID is updated with renewal details for valid policies that expired the previous day, and this process can take up to 4 hours. This means that for enquiries between 0000 and 0400 neither the expired policy nor the new policy may be visible on the MID. Officers dealing with vehicles at this time of day where the driver states that their policy is due for renewal that day should be aware of this and exercise care in the action they take, as there is a reasonable likelihood that the vehicle is genuinely insured.

In the case of UNAVAILABLE or ERROR, no assumptions about whether or not Insurance exists can be made. NPIA updates the Bulletin Board to publicise the current status of the link to the MID. For genuine short-term unavailability re-sending the transaction may be successful. Calling the Service Desk on [REDACTED] is advised following any incidence of an error. However, queries about the interpretation or possible inaccuracy of the insurance data itself should be referred to MIB.

#### 6.1.5. MOT Expiry Date

Since September 2005 various vehicle enquiry transactions have displayed the MOT EXPIRY field to indicate the expiry date of the vehicle's MOT test certificate. The information is recorded on a central database administered by the Vehicle Operator Services Agency (VOSA) via links to testing stations. The data is supplied to NPIA by DVLA.

##### 6.1.5.1. Police Use of MOT Expiry Date

The MOT Expiry field is part of the vehicle record and may be viewed like any other data supplied by DVLA, such as vehicle keeper details.

##### 6.1.5.2. MOT EXPIRY Status

One of the following indicators will appear on the first page of #VE, #VM, #VP, #VC, #VR and #VH:

<DATE>	The expiry date of the last valid MOT certificate.
NOT HELD	Means that no MOT details are held on the VOSA database for that VRM. This may be because the vehicle is too new to require an MOT certificate, or that the vehicle does not have a current MOT certificate.
ERROR	Means that an error has occurred with the validation of the data sent by DVLA.

#### 6.1.6. Vehicle Excise Licence (VEL)

In due course the VEL Serial Number and Expiry Date will be displayed. Until such time as a batch process is in place to transfer VEL data from the DVLA every record will show NOT HELD in the Serial Number field and the Expiry Date will be blank. This work is currently in progress. As with MOT data, no back record conversion exercise is planned, so once the data transfer begins it will take a year to populate all records. Completion of the VEL information in Police Records will not be mandatory.

#### 6.1.7. Paging

Within #VE, #VM, #VI, #VP, #VC, #VR and #VH, two-character page codes are available to allow different parts of Vehicle records to be selected and displayed, if present. This design is similar to the Names application and will facilitate future expansion of Vehicle records. The codes currently in use are as follows:

- ME Record Display/Print Menu
- VS Vehicle Summary
- IN Insurance
- PR Print

The default order of display is VS then IN. When either ME or PR is selected a list of the other parts of a Vehicle record is displayed, but only those with a dot alongside may be chosen for

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

viewing or printing. A selection is made by entering X in the appropriate position. Note that the IN (insurance) option can only ever be selected within #VE and #VM transactions.

When there is more than one record available to view, access to other records is also gained using the PAGE field. To move to the next record insert N (next) in the page field. To go back to the previous record insert P (previous). Reports are identified numerically and to jump to a specific record insert the record number in the page field. Within the multiple enquiry (#VM) enter S to return to the summary display. Records previously viewed will be highlighted.

### 6.2. Basic Record Enquiry (#VK)

As per #VE, either formatted or unformatted, without the ability to view Motor Insurance details. This code is recommended for automatic checks by ANPR systems and operators who have no legal right to view insurance information. The record may be printed by changing the PTR option to Y before the transaction is sent.

### 6.3. Vehicle Owner Enquiry (#VO)

Searching the application using the transaction code #VO will restrict the search and display the vehicle description, keeper details and markers only. Police Reports will not be displayed, therefore it is not recommended for use in an operational police environment. The #VO transaction is carried out in the same way as #VE, either formatted or unformatted, and the same type of response is returned except for the lack of Police Reports and Motor Insurance details.

### 6.4. Vehicle Identification Number (VIN) Enquiry (#VC)

Using the code #VC it is possible to identify vehicles without a VRM. The code uses the VIN and/or the Make of the vehicle to search the database (full details on the make up and interpretation of VINs are contained in Appendix 3 of this chapter).

Before embarking on searches of the database where details of the Make are used, it is important to recognise that every "standard vehicle make" has a unique two-character code. These codes can be established by using the #VQ transaction. When details of the Make are input the system converts the literal data to the relevant code. For example, a search on Vauxhall will match records with the code D0, the standard code used for the make Vauxhall. There are, however, numerous non-standard makes of vehicle, e.g. kit cars; these vehicle makes are all coded as "99". Unfortunately, because of vehicle registration procedures, there are a considerable number of vehicles normally recognised as standard makes that have actually been coded as non-standard. Thus a Vauxhall could be coded "99".

A non-standard vehicle is input with an asterisk (\*); this will point the search to vehicles coded "99".

It is important to recognise these facts when searching the database for any vehicle where the make is a key feature of the search.

**To ensure finding a specific record on the database three different searches may be required:**

- i) VIN only, which yields records with an outstanding LOS only
- ii) VIN and Make, which yields all records which exactly match on the Make
- iii) VIN with an asterisk (\*) in the Make field, which looks at an extra million or so records with Make=99 (non-standard)

#VC can be carried out formatted or unformatted.

#### 6.4.1. Formatted Search

- enter #VC in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key

**The PNC User Manual, version 12.01**  
For Use by Authorised Staff Only Chapter 2

- a format is returned
- complete both number and make
- press the SEND key again to complete the enquiry

6.4.2. Unformatted Search

- enter #VC in the TCODE field
- complete the Originator and Reason Code fields
- enter the VIN, field separator (: or ;) and the make on the data line  
e.g. VF3BA811YKS12345:Peugeot(UK)
- press the SEND key to complete the enquiry

Standard makes may be obtained by using #VQ.

6.4.3. The Search Process

[REDACTED]

6.4.4. Search Response

[REDACTED]

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

#### 6.4.5. Make Input

The make **MUST** be input correctly.

e.g. FORD (UK) or FORD NEW HOLLAND

RENAULT (UK) or RENAULT (FRANCE)

If a vehicle is recorded by the DVLA as a Non-Standard Make it will not be retrieved if a standard make is input. In order to search for non-standard make vehicles, insert '\*' in the Make field. See Appendix 3 for further tips on VIN searching.

#### 6.4.6. Types of Response

The following responses are possible:

- **NO RECORDS FOUND WITHIN INITIAL LIMIT - CONSIDER EXTENDED SEARCH**

If no records are found on the initial input the option will be given to extend the search to similar records.

- **NO MATCHING RECORDS**

If no records are found which match the enquiry details then the transaction is complete.

- **ONLY ONE MATCH FOUND**

The search has found one possible record that will be displayed and the search may then be extended. If the extended search finds any further possible records these will be displayed as a summary, otherwise the one possible record will be re-displayed. When this possible has no more than one report the transaction is automatically completed.

- **MARK RECORD(S) FOR FULL DISPLAY**

This result indicates two or more possible matches and they will be displayed in summary format. The summary will give details of the VRM (where present on the record), Make, Model, VIN, Colour, and will indicate if LOS Reports are present and if the VIN is an exact match of the data used. Responses can then be marked and each record individually displayed for examination.

- **TOO MANY MATCHES**

This can occur on both the initial and the extended searches. If on the initial search more than 3 are immediately found then this response will be given with the opportunity to extend the search. If an extended search finds more than 50 possible responses the transaction will terminate. If there are less than 50 responses they will be displayed in a summary format.

#### 6.4.7. Marking and displaying

To view records contained in a summary screen:

- put an 'X' in the adjacent field
- put a 'D' in the page field
- press SEND to display the requested records

To view all records put D+ in the page field and press SEND.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

## 6.4.8. Response

The records will be displayed in the order in which they were selected from the summary and you can page between records using the process described at section 6.1.7. To return to the summary at any time, input 'S' in the page field. Records already viewed will be highlighted in the summary but can be re-viewed if required by again marking the record with an 'X'. Records marked but not viewed will not be highlighted when the summary is subsequently viewed. There is no limit to the amount of times records can be marked and displayed. To complete the transaction, abandon by entering 'A' at the first marking field, the page field or the Abandon Transaction field. Alternatively, change the Abandon Transaction field to 'Y'.

## 6.4.9. Paging and Printing

Paging within #VC is as described under #VE (see section 6.1.7). Printing may be done for each record individually via the PR menu option, or by changing the PTR option to Y before the transaction is sent.

**6.5. Multiple Vehicle Record Enquiry (#VM)**

Up to 15 VRMs can be checked at any one time using the transaction code #VM. The output information is as per #VE. This enquiry can be carried out formatted or unformatted. The initial response to the enquiry will be a Summary Screen giving information as to whether a record exists and, if it does, the Make, Model, Type, Colour and if any reports are present. Where the VRM input reveals a record is present, it is possible to view the details by placing an 'X' in the adjacent field. There is no 'page' field as there will only ever be one page displayed. Any records marked can then be viewed and paged. If there is a multiple record response to a VRM using this transaction then the record cannot be displayed and a #VE transaction will be necessary to view full details.

## 6.5.1. Formatted Search

- enter #VM in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key
- a format is returned
- enter vehicle VRMs in format
- press the SEND key again to complete the enquiry

## 6.5.2. Unformatted Search

- enter #VM in the TCODE field
- complete the Originator and Reason Code fields
- enter the VRMs separating each number with field separator (':' or `;`)  
e.g. Y469CFC:LN53RPG
- press the SEND key to complete the enquiry

## 6.5.3. Paging and Printing

Paging within #VM is as described under #VE (see section 6.1.7). Printing must be done for each record individually via the PR menu option.

**6.6. Multiple Basic Vehicle Record Enquiry (#VL)**

As per #VM, either formatted or unformatted, without the ability to view Motor Insurance details. This code is recommended for operators who have no right to view insurance



<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

information. The record may be printed by changing the PTR option to Y before the transaction is sent.

### 6.7. Partial VRM Search (#VP)

This transaction allows a search of the Vehicles file when only a partial VRM is available, using transaction code #VP. Using a format, it will search for all vehicle records matching a partial VRM and other descriptive details, e.g. make and colour. If sufficient VRM detail is known this transaction **must** be used in preference to VODS (#VS) as it is more efficient.

#### 6.7.1. Minimum Requirements for Search

The search can only be made if the number of records retrieved does not exceed 250 (or 999 if the PTR option is changed to Y). If a search generates more than 999 matching records a warning screen is displayed inviting the operator to refine the parameters. Searches are restricted to the following combinations of missing details:

- Up to 3 numbers            e.g. S\*\*\*ABC
- 2 numbers and 1 letter   e.g. AB\*\*CD&
- 2 letters and 1 number   e.g. &&0\*CDE
- Up to 2 letters            e.g. &&07CDE
- 1 letter and 1 number    e.g. A&\*7CDE

If the number of missing characters exceeds these criteria a VODS search should be considered.

#### 6.7.2. Running the Search

To carry out a search the missing parts of the VRM need to be replaced with appropriate characters:

- missing numbers are replaced with '\*'
- missing letters are replaced with '&'.

The other search factors, included on the format, are:

- **MAKE**

**See #VC (section 6.4) for advice on searching for non-standard makes.**

- **MAKE GROUP**

This is a single character field. By inputting 'X' a format will be returned on the screen listing similar makes to the one entered in the MAKE field. In a search for AUSTIN the make group may offer MORRIS, HEALEY, ROVER etc., for selection. Mark those makes that you wish to search. A maximum of six makes may be specified in any one search.

- **COLOUR**            see Appendix 1

When searching for a two-tone vehicle, e.g. Red and Grey, the system will retrieve records containing the colours red and grey, grey and red and also any vehicle that is red or grey in colour.

- **BODY TYPE**        see Appendix 2

- **POST CENTRE**

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

This field uses the first two characters of a postcode to restrict the search to a specific area of the country. Care must be exercised as force boundaries may encompass more than one Post Centre.

- **FOREIGN**

This is a Yes (Y) or No (N) field. Use of the 'Y' option will restrict the search to ONLY those Police Records which contain the Foreign marker.

#### 6.7.3. Missing Numbers

In a case where it is not known how many numbers are in the VRM the operator will have to carry out a search for each possibility, e.g. S\*ABC, S\*\*ABC and S\*\*\*ABC. This search can be carried out within a single transaction as, following each enquiry, the opportunity will be given to amend the search factors. This will allow amendments of all the search factors, as often as required, as long as a partial VRM is included.

#### 6.7.4. Missing Letters

When carrying out a search with missing letters the system will only search on up to two, and the position of each must be known. Use of the Goal Guide may limit the number of searches necessary for old-style VRMs issued prior to September 2001. For example, &123ABC could be searched using #VP, but checking the Goal Guide will show that '&' could only be 'D', 'G', 'L', 'P', 'R' or 'S' and therefore only six #VE searches are required (or one #VM).

#### 6.7.5. Choice of Output

The choice of output is either on-line or to a printer. The default response is a summary displayed on the screen that will be limited to a maximum of 250 records. The information contained within a summary is VRM, Make, Model, Colour, Type, Postcode, and 'R' to indicate reports present or 'F' to indicate that the vehicle is foreign if either of these is applicable. If informed that there are more than 250 the operator will have to refine the search in an effort to reduce the response to less than 250 records, e.g. by including a colour, or to conduct a printer transaction.

By entering Y in the PTR field the output may be sent to a printer, which will allow up to the maximum 999 responses to be printed. A further screen will be offered, providing an option to refine the search or to print all the records selected in Abbreviated or Full format. The Abbreviated format is a one-line summary showing VRM, Postcode, Make, Model, Colour, Report and Force/Station owner. The Full format print is similar to the #VE screen for each record.

#### 6.7.6. Paging

Paging within #VP is as described under #VE (see section 6.1.7). In addition to the PTR option described above, printing may also be done for each record individually via the PR menu option.

### 6.8. Full Postcode Search (#VF)

This transaction, which is designed to make one part of the VODS facility more widely available, provides a search of the Vehicles file to retrieve records for which the registered keeper's postcode matches a full postcode specified in the input. A maximum of six postcodes may be entered in one transaction.

This code also incorporates the postcode/address search facility (see #QA, Chapter 5, section 2.1) to enable the operator to verify the accuracy of the postcodes being searched. Note that the PNC table contains only the most recent postcode for each address, as supplied by the Royal Mail. DVLA records contain the postcode current at the time of their last update. Thus, in areas where postcodes have been changed, it will be necessary to include historic codes in order to retrieve all vehicles registered to specific locations.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

As with VODS, #VF uses the postcode indexes created as part of the daily VODS update process to identify matching records (see section 7 for full details).

#### 6.8.1. Use of Postcode/Address search facility (optional)

Any data entered into the five address lines or postcode field will be processed as it would during a #QA transaction. Up to six postcodes may be selected (or the number of free postcode slots on the main #VF screen when the postcode facility was called). Any selected postcodes are returned to the #VF screen, populating free postcode slots. This process may be repeated.

#### 6.8.2. Running the Search

When the operator is ready to run the search, having either typed in the required postcodes or used the search option to generate them, the START SEARCH option should be set to 'Y'. The transaction will display any vehicles matching the chosen postcodes, up to a maximum of 170. If the output exceeds this figure the display will be aborted and the following message will appear:

'THERE HAVE BEEN MORE THAN 170 RESPONSES FOUND FOR THIS SEARCH. EITHER INPUT FEWER POSTCODES, OR IF POSSIBLE USE THE #VS TRANSACTION.'

#### 6.8.3. Viewing the Output

For each vehicle returned a one-line summary is displayed on the screen, showing VRM, Postcode, Make and Address. Any user with access to #VR will also be able to retrieve their own #VF searches in the same way as searches initiated through VODS. This will display VRM, Postcode, Make, Model and Colour. Designated users of #VH may view the #VF searches carried out by all users within their own organisation (see section 7.6.2).

#### 6.8.4. Summary Screens

In the summary screen referred to above, whether generated by #VF or #VR (including viewing the results of a VODS search) an additional one-character abbreviation may be displayed. This indicates the presence of police-owned data, with the first three referring to the most recently added report, as follows:

- L            LOST report
- F            FOUNd report
- R            Another type of police report
- H            Hazard

Note that in the other vehicle transactions that use summary screens, namely #VC, #VL, #VM and #VP, the abbreviations are defined at the foot of the screen.

### 6.9. Vehicle Record Enquiry including s.29(3) Insurance Check (#VI)

The transaction code #VI is similar to the #VE transaction in that it provides full details of a vehicle record searched on a complete VRM. This enquiry can be carried out formatted or unformatted. The two main differences with #VI, that do not apply to #VE, are that the enquiry may be used for **any** legitimate policing purpose, and secondly that the date for which the MID check is carried out may be specified, up to a maximum of 7 years in the past. The MIB may ask forces at any time for relevant audit information regarding their use of the MID, and expect that the data will be available for a minimum of 12 months.

It is envisaged that the introduction of #VI will eliminate the need for Data Protection Act 1998 s.29(3) requests to MIB, where the information sought is historical in content or for the standard purposes of crime investigation and intelligence gathering. Its usage should be restricted to a limited number of roles, such as PNC Bureau, Intelligence, File Preparation, Vehicle Recovery Managers and Safety Camera teams.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 2
----------------------------------	-----------

See the next two sections for details of how to input a #VI enquiry, and Appendix 7 for further information about policy relating to vehicle enquiries. The possible responses to a #VI transaction and the interpretation of the output are the same as for #VE, as described in sections 6.1.3 and 6.1.4.

Note that the response to a #VI transaction on an historic date can appear inconsistent between the Vehicles Summary (VS) screen and the Insurance (IN) screen, as VS shows the current keeper and IN may show a previous keeper. Additionally, for CHER TRAN vehicles the two screens could relate to different physical vehicles, if the cherished VRM was being used on a different vehicle on the historic date being searched.

If the search date is prior to the date of first registration of the vehicle, NOT HELD will be returned in the Insurance field. In other circumstances where NOT HELD is returned it does not mean the vehicle was necessarily uninsured, merely that the MID could find no record. If the keeper insists that the vehicle was insured on the date concerned further enquiries should be made with the relevant insurer.

#### 6.9.1. Formatted Search

- enter #VI in the TCODE field
- complete the Originator and Reason Code fields
- press the SEND key
- a format is returned
- enter vehicle VRM in the first field
- the second field may be used to modify the date for which the insurance record is required, which is today's date by default; if desired enter a new date up to 7 years in the past, in DDMMYYYY format
- press the SEND key again to complete the enquiry

#### 6.9.2. Unformatted Search

- enter #VI in the TCODE field
- complete the Originator and Reason Code fields
- enter the VRM on the data line, followed by the field separator (':' or `;') and the date in DDMMYYYY format for which the Motor Insurance details are required, which may be up to 7 years in the past

e.g. KN53AZT;29052010

- press the SEND key to complete the enquiry

#### 6.9.3. Paging and Printing

Paging within #VI is as described under #VE (see section 6.1.7). Printing must be done for each record individually via the PR menu option.

## 7. VEHICLE ON-LINE DESCRIPTIVE SEARCH (VODS)

VODS is an enhancement to the searching capabilities of the Vehicles File. It provides the means to identify a vehicle when identity numbers such as VRM or VIN are not known. Instead it searches using descriptive features or police and DVLA administration details described fully in this chapter. Vehicle descriptive searches have been available for some considerable time as an off-line search. Staff at the Hendon Data Centre completed the function at the request of enquirers. Any authorised user can now carry out such searches on-line. NPIA may be able to

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

provide the facilities for emergency searching when authorised operators are not available in force.

In order that acceptable response times are provided, VODS transactions do not search the entire database of 50 million records. Instead the software matches each of the search criteria against indexes of records that are updated regularly (currently four times per day) to store the location in the Vehicles File of particular valid entries for each field. This minimises the number of records that have to be checked before those matching all the search criteria can be identified and extracted. The VODS search transaction (#VS) displays a message to indicate how recently the VODS database was last re-indexed. Thus, a search for stolen vehicles will not retrieve VRMs to which a LOS report has been added since the time stated in the message below:

`VODS DATABASE LAST UPDATED <time> <date>`

### 7.1. Choice of Operators

VODS is a specialist search tool, and operators using this application should have:

- a sound understanding of the content of the PNC Vehicles File
- some knowledge of investigative procedures used in motor vehicle related crime and traffic offences

### 7.2. System Content - Vehicle Tables

There are twelve different tables of information relating to vehicle records. These should be referred to regularly when using the VODS application. They are the basis of all searches, some holding more importance than others. Operators can access these tables by using the transaction code #VQ that will display the index format. An outline description of each table is shown below.

Each table will be updated as appropriate, and Help maps are available in each. However, it will be incumbent upon operators to note these changes by use of the tables. If at any time an entry cannot be found in the appropriate table, then advice should be sought from NPIA. Note that Vehicle Makes and Models lists, including the date added (where known), are also available in spreadsheet format, which may be more convenient to search. The latest version is held on POLKA.

#### 7.2.1. Make Table

Each standard make of motor vehicle has a unique code. It can be searched on using this code or by its literal. Truncated searches are also available by using `\*`. How the contents will be displayed is dependent on how the search parameters have been input. For example a full search of the table by inputting a single `\*` within the literal field will produce all makes in alphabetical order, tabulated by country, type, etc. as below.

Code	Make
D5	Honda (UK)
U0	Honda (M/Cycles)
N5	Nissan (Europe)
D6	Nissan (UK)
L2	Renault (France)
D7	Renault (UK)

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 2

There is a need to understand precisely what make of vehicle you are seeking, by referring to the tables.

Care must also be exercised when consulting the tables, as vehicles may not always be classified as you expect. When searching for a Suzuki car it may be necessary to use all of the categories listed below to complete a search.

- Suzuki(Cars)
- Suzuki(M/Cycles)
- Suzuki(Spain)
- Suzuki(UK)

**See 'Tips for VIN Searching' (Appendix 3). If in doubt seek advice.**

#### 7.2.2. Model Table

As with the Make table, all standard models are allocated a unique code and again it can be searched by this code or by the literal, with or without truncation. As a whole the table contains an unmanageable volume of data for practical purposes. To overcome this, knowledge of the table and how to find what is sought are of paramount importance.

Model codes are linked to make codes and form a derivative so that cross-checking with the Make Table will be necessary, for example:

Ford Escort - Code F0203, F0 = Ford UK, 203 = Escort  
 Ford Escort - Code M1575, M1 = Ford Europe, 575 = Escort

Consider how many different models of Escort the Ford Motor Company has produced world-wide. Each has its own code. The model Range Rover is produced by both Rover (Make - B1) and Land Rover (Make - B2).

Models that specify numbers or combine letters with numbers can be equally difficult - is it a Mazda MX5, MX-5 or MX\_5? Or is it a Mercedes SL500, SL\_500, 500SL or 500\_SL?

From the list of over 30,000 there are clearly many more examples, so if you are conducting searches of vehicle models containing non-word/letter combinations with or without numbers you must consult both the Make and Model tables.

#### 7.2.3. Colour Table

This table not only contains the basic colours as listed in other PNC Vehicles File transactions, but also a full range of colour combinations. Each colour and colour combination is uniquely coded for easy reference.

#### 7.2.4. Vehicle Body Type Table

The various descriptive types of vehicle bodies are listed by code or by literal. Each body type is listed in a group or a subset, for example:

Sal Coupe  
 Sal Limousine  
 Sal Taxi  
 Sal 2 Door Saloon  
 Sal 3 Door Saloon  
 Sal 4 Door Saloon  
 Sal 5 Door Saloon  
 Sal\* Saloon

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 2

The asterisk at the end of each group or subset denotes the final entry. This code can be used to access all the codes in that group, so a search on SAL\* will search for body types of Coupe, Limousine, Taxi as well as the Saloons.

The main considerations for searching on body types revolve around the varying interpretations used when details of vehicles were input originally. For example:

Vehicle	Possible Body Type
Volkswagen Scirroco	Coupe or Saloon
4 x 4 Off Road Vehicles	Convertible, Saloon, Estate or Light 4 x 4 Utility
Ford (Europe) Escort XR3i	Saloon, Sports or Convertible

The following advice is offered:

- do not restrict the search to only one body type
- keep an open mind
- think laterally

#### 7.2.5. Vehicle Record Office (VRO) Table

This table contains details of current Vehicle Record Offices, searchable by unique code or literal. It is not envisaged that operators will need to use this table frequently during VODS transactions.

#### 7.2.6. Postcode Table

Post Centres are searchable on code or literal. The table contains the listed ranges of the Post Centre and Code in tabular form. The entry in the left column of the table denotes the lowest postcode used in a range and the right column the highest. Reference to these tables may be infrequent during VODS transactions, as the functionality has been largely superseded by #QA and #VF. However, all entries for post centres within vehicle records are validated against this table.

#### 7.2.7. Make Group Table

This is not a table, but it allows you to find out what other vehicle makes are in the same group. You must enter a valid standard make to obtain a result.

#### 7.2.8. Model Group Table

This is not a table, but allows you to find what models are in the same group. It shows only the models for the make that was input. It does NOT show similar models sold under a different make.

#### 7.2.9. Hazards List

This table shows a list of valid Hazards that may be associated with LOS, ACT or INF reports on PNC, with the letter P shown opposite. Valid Hazards associated with Schengen records are included, with the letter S beside them.

#### 7.2.10. Force Part of Email

Certain report combinations can automatically generate an email notification, e.g. to the email address specified in a LOS report when a FOU report is added. In order to save space the force part of the address is not included in the report text, it is instead determined from the entry in this table for the report owner.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 2

## 7.2.11. INF/ACT Key Phrases

This table is not currently in use.

## 7.2.12. ACT Report Priority/Action

The current valid entries for the Priority (e.g. HIGH), Action (e.g. STOP) and Reason (e.g. CRIME) used in ACT reports are listed in this table, and can be identified by searching respectively for the codes P\*, A\* or R\*. The start of the ACT report text is validated to ensure that one of these values is used for the Priority and Action. In due course the Reason keyword will also be validated.

### 7.3. The Search Function

Database searching on VODS is a two-part operation. There are facilities for a main search and for secondary searches to refine the results of a main search. A computer generated reference number is allocated to each search. There is no limit to the number of main searches or the number of refining secondary searches that can be conducted.

For a secondary search there is an additional option to retain or discard results from the main search. This can be very useful as an elimination or weed process. For example a search may be required to establish which motor vehicles have the 'VEL EXPIRED' marker. Many vehicles receive this because the registered keeper has notified the DVLA that they are no longer the keeper, hence it is a secondary marker to that effect. To eliminate this second marker, conduct a search of vehicles with both markers. Refine the result of that search with a secondary search, discarding the information resulting from the first search. Whilst it is accepted that there are other reasons for the 'VEL EXPIRED' marker, e.g. a stolen vehicle, records with the 'NO LONGER THE KEEPER' marker will have been eliminated.

The transaction code for conducting searches is #VS. On input the first option available is to enter the reference number of a previous search so that it may be refined. If this is not required, ignore the screen by use of the SEND key.

There are two basic sections to the search, represented by two screens. Both screens are mandatory but fields within them remain optional. The first screen represents the physical descriptive features and registration details; the second screen contains options in relation to the existence of Police Reports and DVLA Markers. The search fields available for each screen are listed below.

#### 7.4. Initial Screen

- **VRM**  
This field allows for the input of partial numbers. If sufficient information is available, and the GOALI Guide may be used to eliminate certain combinations, **the #VP transaction should still be used.**
- **VIN/Chassis**  
This field allows for the input of partial VIN details. As with the previous field it is not intended to replace existing facilities. **Where possible #VC should still be used.**
- **Articulated**  
This allows for vehicle searches for articulated vehicles only to be specified or for non-articulated vehicles only. The default is both.
- **Engine Number**  
This is a similar concept to the VIN field, allowing for partial number searches to be made.
- **Engine Capacity Range**



## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 2

A range relating to cubic capacity of an engine can be input to allow for searching of vehicles within that range or with no entry made in the field. This is particularly useful when searching for motor cycles.

- **Make Group**

This field allows a specific make to be checked against other makes within the same group. It is similar to the facility within the #VP transaction.

- **Make**

This specifies the make of the vehicle. It is recommended that system tables be consulted before making entries in this field. **See #VC (section 6.4) for advice on non-standard makes.**

- **Exact Model**

Allows the operator to specify an exact model search (see next field).

- **Model Literal**

As with the make field, the system tables should be consulted before entering details into this field. There are over 30,000 different models of vehicle.

- **Body Type**

This field is another that is validated by tables, which should be consulted as many vehicles are recorded on the system under a variety of body types.

- **Colour - 1st**

This field allows for the input of the primary colour. If a vehicle is believed to have a single colour it should be specified here and 'ANY' specified in the Colour 2nd field.

- **Colour - 2nd**

This field is for input of the secondary colours, or 'ANY' when the possible second colour is unknown.

- **Year of Reg.**

This field allows the operator to specify between one and six different years of registration for a vehicle. This is used primarily for elimination or refining searches.

- **Postcode**

The postcode tables validate this field. It is possible to enter details of between one and six post centres only, postcode areas or postcodes relating to the registered keeper details. Clearly the wider the area searched, the greater the volume of response.

- **Match Post Codes Exactly**

This field defaults to 'N' (No). Prior to 1988 full postcodes were not mandatory, so if left at the default all matching partial postcodes will be returned. Alter to 'Y' (Yes) when completing a full postcode search to limit then to exact matches on the seven digits specified for each postcode.

- **Go to next Input Page (DVLA Markers and Police Reports)**

Whilst all the above fields are optional or conditional, this screen is mandatory because no search can be completed without accessing both screens available. Input 'Y' to access to the second screen.

### 7.4.1. Colour Searching on VODS

The facilities for searching on colours are different to those within other descriptive searches on PNC.

It is possible to search on up to six colours or colour combinations. For example, if searching for a vehicle where one possible colour is brown, the following could be input as colour or colour combinations:

Colour	a	b	c	d
1	Brown	Brown	Brown	Multi
2	-	Any	Yellow	-

VODS will search as follows:

- Brown as the primary colour, or brown with brown as a secondary colour

**The PNC User Manual, version 12.01**  
For Use by Authorised Staff Only Chapter 2

- Brown as the primary colour with any other colour as the secondary colour
- Brown as the primary colour plus yellow as the secondary colour **or** yellow as the primary colour with brown as the secondary colour

Searches with 'ANY' in the primary colour field are not accepted by the system. 'MULTI' is only allowed as input in the first colour field.



**7.5. Second Screen**

- **Records with Reports Only**  
This allows a search to be conducted only against vehicle records that contain Police Reports. It defaults to 'N' and can be amended to 'Y'. This facility may be used for management or monitoring of reports that a force owns.
- **Report Type**  
Whether the option of the previous field is taken or not, a search can be conducted against records with Police Reports present. If the previous field is set to 'N' the search will be on the whole file. The field allows for input of up to six of the ten different report types available on the vehicle file, i.e. LOS, FOU, ACT, REA, INF, SEE, REM, COR or DES. Searching is not allowed on RES reports. It is an 'or' facility which means that if more than one report type is specified records with either will be retrieved.
- **Report Owner/Creator**  
Force or Force Station Codes can be input to isolate responses to reports owned or created by them.
- **Report Creation Date Range**

## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 2

This is a self-explanatory field searching on computer-generated information, allowing specific time periods to be selected. If left blank, VODS will search for all reports as specified in the previous two fields.

- **Report Incident Date Range**  
A similar concept to the previous field, but less reliable because incident date information is entered manually and may not be present on all records.
- **DVLA Markers**

Any of the DVLA markers available on vehicle records can be specified. If two or more are specified, e.g. 'VEL EXPIRED' and 'NO LONGER THE KEEPER', then only records with ALL the specified markers will be retrieved as this is an 'and' search.

This facility, together with the ability to suppress results, gives the opportunity to reduce unwanted results, e.g. for a campaign on VEL Expired. In this case, the first search would be carried out on both the markers. It would then be repeated without the 'NO LONGER THE KEEPER' marker, suppressing results of the first search. The second search will then retrieve only records with the 'VEL EXPIRED' and without the 'NO LONGER THE KEEPER' marker.

- **Police Markers**

Note that in order to search on the growing number of foreign vehicles in the UK that are of police interest, the FOREIGN marker must be selected. This will ensure that vehicles registered abroad, for which police records have been created on PNC, will be retrieved by the search.

- **Match Unknown**  
If any of the seven fields listed below has been nominated for searching on the previous page, then the option to match against unknown values can be specified here by changing the default value of 'N' to 'Y'. Choosing any of these options will increase the number of responses.
- **Match Unknown Colours**  
Will include as a match vehicles where the colour is blank.
- **Match Unknown Models**  
Will include as a match vehicles where the model is blank or where it is a non-standard one, provided that the make field matches the make input in the search.
- **Match Unknown Makes**  
Will include as a match vehicles where the make is blank or where it is a non-standard one.
- **Match Unknown Body Types**  
Will include as a match vehicles where the body type is blank or OTHER.
- **Match Unknown Postcodes**  
Will include as a match vehicles where the postcode is blank.
- **Match Unknown Chassis**  
Will include as a match vehicles where the chassis number is blank.
- **Match Unknown Engine**  
Will include as a match vehicles where the engine number is blank.
- **Initiate Search**  
Once all the required details of the search have been input, this field allows for the search to commence by changing the default of 'N' to 'Y'.
- **Return to 1st Page Input**  
If there is a need to return to the first input screen to review or amend details, there is the option to choose 'Y' to perform that function.

### 7.6. Search Results and Print Display

Once a search has been entered, a system-generated reference appears on screen. To monitor and process the results of the search it is necessary to take note of this number and carry out a further transaction, #VR. This will produce an index screen with chronologically listed searches currently attributed to the user, with the most recent at the top of the list. Note that the maximum retrieval period is 10 days. Designated users of #VH may view the #VS searches carried out by all users within their own organisation.

Paging within #VR and #VH is as described under #VE (see section 6.1.7). Printing may be done for each record individually via the PR menu option.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**Operators MUST maintain a list of details of all searches they carry out, for disclosure purposes and possible later inspection by Data Protection or other security staff.**

Details within this index are:

- **Search ID**  
The search reference number.
- **Status**  
The situation of the search, i.e.
  - PENDING - not yet commenced.
  - STARTED - the search is being conducted.
  - COMPLETED - the search has been completed.
  - FAILED - for a variety of reasons the search has failed. One reason for this is that the results have exceeded the maximum number of responses.
  - PRINTED - this will appear after the search has been completed and a decision made to print out the details.
  - HDC PRINT - see the VIEW/PRINT facility.
  - ON HOLD - where staff at Hendon determine that this search may not be run at this time. The search will automatically run when released at Hendon.
  - ABORTED - where the computer determines that this search will take too much resource at this time of day. The user will need to rerun this search later.

Any other indications will be for technical or maintenance reasons.

- **Time Submitted**  
The time and date that details were input to the system.
- **User-ID**  
The identification of the operator performing the search.
- **Last Update**  
The time of the last function changing the status of the search.
- **Number of Responses**  
This indicates the number of responses obtained so far, and is dynamically updated following depression of the SEND key. Once the search is completed the number does not change. If the field is blank this indicates there is a zero response.

#### 7.6.1. Search Result Facilities

Once the search is completed two options are available from the display screen:

- **Display Facility**  
By inserting the letter 'D' adjacent to a search result a summary screen of the precise search details is available.
- **View/Print Facility**  
To view or perform a print function the letter 'X' is inserted adjacent to a search result. Details of a search can only be viewed on the screen if the results do not exceed 170. Responses in excess of 170 do not provide the option to view.

Other options available are to print the responses locally up to a limit of 250 in any one request. A range of response numbers can be specified. If the result of the search has produced 700 responses three separate print actions would be necessary, i.e. 1-250; 251-500; 501-700. It is also possible to nominate a summary print or a full print of the records within the full response.

Forces can have a Force VODS printer set up to allow prints of up to 5,000 vehicles to be done at a single point within the force. It is also possible, by setting the local force printer terminal

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

to print using a generic file printer, to produce an electronic VODS download either on a local computer or on a network drive.

The VODS download facility via Hendon Data Centre theoretically allows an unlimited number of responses to be printed or provided as an electronic file. In practice outputs with more than 200,000 responses will take longer to process as they will require extra manipulation. These files can be produced in a number of formats. Usually it will be a comma separated file, but it is possible to produce a file in a HOLMES format.

#### 7.6.2. Extended facilities with #VH

The use of #VH is primarily intended for supervisors to be able to carry out audit checks on their VODS operators. While viewing the list of searches within a force, users of #VH will initially see all the searches conducted by members of that force. The full list of functions is:

- X – Display/Print menu, as provided within #VR
- D – Details of the search parameters selected, as provided within #VR
- I – display a specific VODS search ID (useful if it took place earlier than the searches shown on the screen)
- M – display Monitor information, such as start time, number of responses for Ford, Vauxhall, Other
- U – display list of searches for a specific PNC User-ID, by placing 'U' beside any search conducted by that operator.

When 'I' or 'U' has been selected, by inserting 'F' beside a search the display will revert to all users from that force.

Users from Force 25 (NPJA) have additional facilities which include initially seeing all searches nationally, the use of 'F' to view searches from one particular force and 'A' to return to viewing all searches, and the option 'S' to display searches by their status (e.g. STARTED or PRINTING). There are additional VODS control options available to Hendon operators, including the ability to delete a search if its status is PENDING, ON HOLD or FAILED.

Another feature of #VH is that it displays the current maximum number of records VODS may return before a search will fail. This is shown at the top of the page as LIMIT NO. OF RECORDS, followed by a number.

### 7.7. Support and Advice

NPJA continues to offer support in urgent cases where local operatives are unavailable, or for guidance in acute or protracted searches. Any requests for assistance from Hendon Data Centre should be made, in the first instance, by telephoning the Service Desk and asking to speak to the duty Shift Manager.

### 7.8. Legal Requirements - England and Wales

The Criminal Procedure and Investigation Act 1996 places certain obligations on investigators in respect of material obtained or generated during any investigation that may have an impact on the case. This computer application demands not only knowledge of the content and functionality, but additionally, analytical skills. There will be a good deal of speculation within system searches and refined system searches. Some of this material may be discarded. Operatives, Investigating Officers, Senior Investigating Officers and Disclosure Officers must take due note of these requirements if this application is to form part of the investigative process.

### 7.9. Legal Requirements - Scotland

The Criminal Justice and Licensing (Scotland) Act 2010 places certain obligations on investigators in respect of material obtained or generated during any investigation that may have an impact on the case. This computer application demands not only knowledge of the content and functionality, but additionally, analytical skills. There will be a good deal of speculation within system searches and refined system searches. Some of this material may be irrelevant and therefore there is no requirement to reveal it to COPFS (Crown Office and

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

Procurator Fiscal Service). Operatives, Investigating Officers, Senior Investigating Officers and Reviewing Officers must take due note of these requirements if this application is to form part of the investigative process.

## 8. UPDATE AND MAINTENANCE OF VEHICLE RECORDS

### 8.1. Single Records (#VU)

The creation and/or maintenance of records or reports is achieved using the transaction #VU. Various tailored options are available, dependent on the status of the record or report, the level of authorisation and the ownership of the report. The input details from which a record can be created are either the VRM, or a VIN and Make. VIN and Make are only used for creating Police Records where the VRM is not known, and **in these cases the VRM field must be left blank**. Software validation prevents the creation of a VRM comprising solely of letters, e.g. UNKNOWN. You cannot update a DVLA record by VIN and Make. Any attempt to do so will make a new record. The application is searched to check for any record match before the update options are provided, but will not use the search key and will only return exact matches. Operators are advised to search with #VC first.

The options available for RECORD creation/maintenance are:

- **NEW RECORD CREATION (N)**

This option will provide a format to create an entire vehicle record with the input detail pre-entered in the format.

This option will only be used for vehicles that are not registered at the DVLA, e.g. those registered in a foreign country but of interest to UK police. No record will be created at the DVLA as a consequence of the creation of any Police Record on the application. If the keeper has a UK address the postcode should be entered in the Postcode field as this will be validated and is searchable; a row may not start with a number of more than four digits. For foreign addresses the postcode equivalent should be recorded in the Address text.

The PNC vehicle file is used for many tasks. The definition below of an **unregistered vehicle** seeks to clarify when it is appropriate to add a Police Record to the Vehicles file.

An unregistered vehicle for the purposes of recording on PNC is a mechanically propelled vehicle, designed, adapted or intended for use on land for the carriage of persons or goods, **provided that it is marked with a unique serial number which will identify the vehicle**. If the serial number is more than 20 characters then **the last 20 characters** should be entered in the VIN/CHASSIS NO field. However, if the vehicle does not have a serial number then a Police Record should not be created.

It is not appropriate to use the definition of a vehicle used by Home Office counting rules, neither is it appropriate to limit use to the Road Traffic Act definition.

- **RECORD DETAILS AMEND (R)**

The force that owns a Police Record will be able to amend, update, or delete any fields, except the VRM, within the description of the vehicle. Note that if the postcode of the registered keeper's address is entered it will be validated, and will be included in postcode searching via #VF or #VS.

- **BLOCK KEEPER DETAILS (B)**

The use of this option will allow a force to suppress the keeper details held on any DVLA record. The keeper details will be replaced by a Force/Station code indicating which force has blocked the details. A force reference number is mandatory in all cases. This option will NOT cause the records held at the DVLA to be blocked.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 2
----------------------------------	-----------

It is no longer sufficient just to write to the DVLA to block a vehicle's keeper details that are held on the PNC. When the DVLA is asked to block a record it will only be done on their computer files and the details will not be part of the file transfer to PNC, which means the keeper details would still appear on screen. It is therefore important that forces MUST block keeper details, on-line, IN ALL CASES. If the suppression of keeper details is only needed for a short time then written communication with the DVLA may not be required.

- **UNBLOCK KEEPER DETAILS (U)**

This will remove a block from a record allowing the keeper details to be displayed.

As with the Block option, the DVLA will not be informed about the use of the transaction. If they were requested to Block their record then they must be notified directly, in writing, to unblock it.

- **SET POL EXAM MARKER (E)**

This will set the POL EXAM marker on a record, on the authority of a qualified vehicle examiner. The marker may not be set on Police records. Voided records will not be weeded if the marker is set.

- **REMOVE POL EXAM MARKER (X)**

This will remove the POL EXAM marker from a record. Note that there is no automatic weeding of these markers, and vehicle examiners are responsible for removing them when appropriate.

#### 8.1.1. #VU Entitlements for Record Creation/Maintenance

Some of the above update options relating to Records require #VU entitlements (sub-codes), and some do not. The #SE transaction will show which entitlements an individual User-ID has in their transaction set.

N – All #VU users may create a new record (Police Record).

R – All #VU users may amend existing records owned by their force.

B/U – Blocking and unblocking requires the transaction entitlement VUB.

E/X – Setting and removing the POL EXAM marker requires the transaction entitlement VUE.

## 8.2. Report Creation/Maintenance

The options available for the REPORT creation/maintenance are:

- **INSERT REPORT (I)**

This accesses the necessary format to add a report to a record. Up to 12 reports can be added to one record. Once the details of an ACT, INF or LOS report have been sent the Hazards menu will be displayed and the option to select one or more hazards is provided.

- **CONFIRM REPORT (C)**

This option extends the life of COR, LOS, REM, INF and RES reports to a certain number of years (see section 5). When confirming an INF or RES report a weed date between 28 and 365 days into the future may be specified.

A reference number is mandatory for this function and can be added during the confirmation process. When all the fields are completed there is a secondary confirmation process with an alternative option to abandon the transaction.

- **AMEND REPORT (A)**

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

This option amends, updates or deletes fields. Reports can only be amended by the force owning the original report. Mandatory fields cannot be deleted. It may be used to extend the weed date of confirmed INFand RES reports to a date between 28 and 365 days into the future, or of ACT reports to a date between 28 and 112 days into the future.

- **DELETE REPORTS (D)**

This option allows deletion of any selected report. Reports can only be deleted by the force owning the original report. Confirmation of the deletion is also required, allowing the transaction to be abandoned in the case of possible error.

N.B. If the report is the sole entry on a Police Record or on a DVLA record that has an instruction from DVLA to be deleted, then deletion of that report will cause the whole record to be deleted. A warning screen is displayed to inform the operator that this is about to happen.

- **PAIR DELETION (P)**

Where LOS and FOU reports are paired, or ACT and REA reports are paired, this option will allow the force owning the LOS or ACT report to delete both. The facility is only available when viewing the LOS or ACT report and checks are provided to verify the deletion or to abandon the transaction at any stage.

**It is essential that stolen vehicles have a FOU report added to provide an audit trail and to ensure that all the other computer systems that PNC automatically updates are amended properly.** (The insertion of a LOS or FOU report is sent to several other organisations.)

For the same reasons as stated above, it is important that a LOS report is added to a vehicle when reported stolen or lost and a FOU report was already present on the record.

The LOS/FOU pair should be PAIR deleted as soon as the vehicle is known to be back in the possession of the keeper or recovered by, or on behalf of, Police. Before pair deletion the operator must ensure any appropriate INFORMATION reports are deleted. This may mean contacting other forces first to have them delete their reports.

When deleting a confirmed LOS report, or inserting a FOU report to an existing LOS report, the option to create a LOS entry for the engine on the Property application will be offered.

**It is good practice to ensure PNC is updated as promptly as possible when a lost or stolen vehicle is recovered, and when an ACTION report has been fully dealt with. This is because the creation of a LOS/FOU or of an ACT/REA pair immediately takes the VRM out of the ANPR memory pool as it is no longer of operational interest.**

N.B. If the valid pair of reports is the only entry present on a Police Record then deletion of the reports will also delete the record.



## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 2

- **AMEND HAZARDS (H)**

This option allows Hazards to be added to or deleted from ACT, INF or LOS reports owned by the operator's own force.

### 8.2.1. #VU Entitlements for Report Creation/Maintenance

Some of the above update options relating to Reports require #VU entitlements (sub-codes), and some do not. The #SE transaction will show which entitlements an individual User-ID has in their transaction set.

I – All #VU users may insert new reports, except for the ACT report which requires the transaction entitlement VUX (see PNC L/O Letter 2010/045).

C – Confirming a report requires the transaction entitlement VUC.

A – All #VU users may amend reports owned by their force, except for the ACT report which requires the transaction entitlement VUX.

D – Deleting a report requires the transaction entitlement VUD, except for the ACT report which also requires the transaction entitlement VUX.

P – All #VU users may delete LOS/FOU or ACT/REA pairs if their force owned the LOS or ACT concerned.

H – All #VU users may amend Hazards linked to a report owned by their force.

### 8.3. Multiple Records

#### 8.3.1. Multiple Insertion of a Report (#VV)

#VV accesses a format allowing the simultaneous insertion of a Report on up to 14 VRMs. The use of the transaction is restricted to the report types REM, RES, INF and SEE, with only one Report Type being used at a time. A report will only be added to a record in this manner if no other reports are present. This method cannot be used if the VRM refers to a Void, Void Cherished Transfer or Multiple record. When the transaction is completed the success or otherwise of the insertion of the report will be notified by listing the VRMs with an appropriate system message.

#### 8.3.2. Multiple Confirmation of a Report (#VW)

#VW accesses a format allowing the simultaneous confirmation of a Report on up to 14 different vehicle records. The transaction is restricted to the report types LOS, INF, REM, RES, and COR, with only one report type being used at a time. The VRM field is associated to a reference field for each record. The reference field need only be completed if a reference was not included when the original entry was created. Note the reference field is mandatory. If the original report has a different reference to the one being confirmed then the confirmation aborts. On completion of the transaction a format will be returned indicating if the report has been confirmed. If not, a system message will specify the reason.

#### 8.3.3. Multiple Deletion of a Report (#VX)

#VX accesses a format allowing the simultaneous deletion of a Report for up to 14 different vehicle records. This transaction use is restricted to the report types RES, REM and SEE, with only one report type being used at a time. On completion of the transaction a format will be returned indicating if the report has been deleted. If not, a system message will specify the reason.

## 9. USING THE APPLICATION - PROCEDURES

### 9.1. Vehicle Reported Lost or Stolen (or Obtained by Deception) #VU

The #VU transaction (vehicle update) should be completed to determine whether any reports are held for the vehicle. If a record is retrieved, but is marked NO REPORTS, a LOS report should be created. If no vehicle record is found, the details should be verified for accuracy before a new Police Record and accompanying LOS report are created. If there is a positive response (i.e. the computer shows an existing report or the record is Blocked), the consequent

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only
Chapter 2

action depends on the type of response received. Follow-up actions for the most likely situations are:

#### 9.1.1. Type of Response

- REM Action: Tell the complainant of the location of the vehicle, with a view to their recovering it. The report should subsequently be deleted.
- ACT/INF/RES/SEE Action: Enter a LOS report as appropriate and initiate any further action required, including contacting the forces which originated the existing report. N.B. the security aspect of RES reports should be observed.
- FOU Action: If the vehicle has been repossessed by a finance company, tell the complainant of the repossession and inform the originating station so that they may delete their report.

In other circumstances, contact the originator of the FOU report, discover where the vehicle is and tell the owner. Enter a LOS report and include the incident date(s), which must be on or before the date of the FOU report. When the reports are no longer required both the LOS and FOU reports should be deleted (see Pair Deletion in section 8.2).

- LOS Action: Contact the originator of the existing report. It is likely that an error is involved and either an outdated report has not been deleted or the theft has been reported twice. An outdated unpaired LOS report must be deleted before a further LOS report may be entered.

Appropriate text must be recorded for all report types. Whenever an error is suspected in a report this MUST always be checked with the owner or originator of that report. It is the responsibility of the force owning the report to correct it.

#### 9.1.2. Vehicle Stolen in Different Force Area

When a vehicle is reported stolen to one force, and the theft occurred in a different force area, the force receiving the information should provide it as soon as possible to the force in which the crime occurred so that the latter may take ownership of the LOS report on PNC.

## 9.2. Vehicle Re-Stolen Prior to Recovery by Loser

Where a vehicle is retaken from a location before being recovered, unless there is evidence to the contrary, this should be treated as a continuance of the original theft and not recorded as a further crime. The force dealing with the initial theft is therefore responsible for the relevant PNC entries.

## 9.3. Vehicle Reported Lost or Stolen and Record Shows Incorrect Engine Number

When a vehicle is lost or stolen and the owner notifies the reporting station that the engine number is incorrect (new engine perhaps, and DVLA not notified) then the following procedures should be adopted:

- Create a LOS report on the vehicle in the normal way, but include in the text clear indications that the engine number shown has not been stolen. Include details of the new engine and the fact that it is on the Property database (see third bullet point).
- Create a CORrection report on the vehicle, including details of the new engine, and arrange to notify the DVLA via a form V79. The owner should also be told to inform the DVLA direct.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

- Create a LOS report on the Property database for the new engine and cross-refer to the stolen vehicle VRM. See details in Property section of this Manual.

If the vehicle is recovered intact then both LOS reports should be cancelled. Similarly, if a vehicle is stolen and the engine has previously been removed but it is still shown on the record, then only the first two actions above will be necessary.

#### 9.4. Confirmation of LOS Reports

**It is important that a LOS report is confirmed within 48 hours** of the time of report of theft, because until the report is confirmed the DVLA at Swansea are not notified of the theft. Any activity on the DVLA record of the vehicle in question would not be referred to the police for investigation during this time. However, Experian, HPI, Retainagroup, Vehicle Information Services, AVCIS and Interpol are informed of unconfirmed reports.

#### 9.5. Reminders and Weeding of Unconfirmed reports

For an unconfirmed LOS report, NPJA will issue a reminder 2 weeks after the date of the on-line entry and the report will be deleted after 6 weeks if not confirmed.

#### 9.6. Reminders and Weeding of Confirmed reports

After a report has been confirmed, the entry will remain on the application for 6 years from the date of the original input, unless the vehicle is recovered. After this time the report is deleted. Forces are notified of impending deletion one month in advance. If a force wishes the entry to remain on the system beyond this period, a fresh entry of the original details is required.

#### 9.7. DVLA Actions

When PNC notifies the DVLA of the theft of a vehicle (confirmation of a LOS report) the Force/Station Code of the owner of the LOS report is included in the notification. Any subsequent licensing or change of keeper transaction for that vehicle will result in a Report for Further Action (RFA - forms CL07 and VQ13) being sent by the DVLA to the force owning the report, for investigation.

#### 9.8. Action when a Vehicle is Recovered

In order to encourage maintenance of accurate records and compliance with Data Protection legislation, when the insertion of any new report is attempted on a record that already has an unpaired LOS report, the following message will be displayed:

**IF THE VEHICLE HAS BEEN RECOVERED PLEASE INSERT A FOUND REPORT.**

When a vehicle is found or recovered, the station to which this is reported MUST:

- enter a FOU report
- advise the station which entered the original LOS report

When the loser of the vehicle has been notified and has TAKEN POSSESSION OF THE VEHICLE, the station which entered the original LOS should cancel both the LOS and FOU reports. **Care should be taken to ensure that any intermediate reports, which are no longer relevant, are deleted prior to the deletion of the LOS and FOU.** Note that DVLA and commercial company records are automatically updated as a consequence of the cancellation.

When a vehicle is recovered that had not been reported lost or stolen the START OF INCIDENT date range must be prior to the FOUND DATE.

N.B. If one or more identifiable parts of a vehicle are recovered it is a matter of discretion to decide when it is appropriate to add the FOU report. For significant parts such as engine or chassis it would be justified. For smaller parts the recoveries could be noted via an INF report, with the LOS report left outstanding. See also reference to addition of the engine to the Property file in section 8.2, under Pair Deletion.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 2
----------------------------------	-----------

### 9.9. Theft of a Vehicle with Trailer (or Caravan)

The procedures outlined above should be followed for the vehicle, and in addition an entry should be made on the Property application for the trailer, with cross-references to the vehicle report in the text.

### 9.10. Theft of an Unregistered Vehicle

If an unregistered vehicle, such as a quad bike, is stolen a Police Record must be created. Select 'NEW RECORD CREATION' option (N) from within the #VU transaction and complete the vehicle descriptive and keeper details, **with the VRM field left blank**. All further actions are as for a normal record.

### 9.11. Reports of Overdue Hire

Force practice may vary on the treatment of Hire Company notifications for overdue vehicles. If they are treated as a crime they should be dealt with as lost/stolen (LOS) and action should be taken as described above. If forces take note of certain overdue vehicles (e.g. because these cars are often used in the commission of crime) they may be entered on-line using an INF report with supporting text.

### 9.12. Vehicles Apparently Abandoned

#### 9.12.1. No Reports Present

For vehicles apparently abandoned a search should be made of the Vehicles application. If the result is a NO REPORTS response, and the circumstances warrant it, a FOUnd or SEEn report should be created. Associated text must record details of the location of the vehicle and, where appropriate, its condition, e.g. 'unroadworthy'.

#### 9.12.2. Reports Present

If the response to the enquiry is a LOS report, a FOU report must immediately be added to the record. The procedure for the recovery of stolen vehicles must then be followed. Care should be taken to ensure that any intermediate reports, which are no longer relevant, are deleted prior to the deletion of the LOS and FOU. If the response is a report other than LOS, if appropriate a FOU report should be added. Depending upon the context of the original report consideration should be given to contacting the owner of that report, remembering the security aspect of any RES reports. A FOU report remains on the application for 8 weeks, after which time it is deleted automatically. If, however, a LOS report exists or has been entered during the period, the paired LOS and FOU will be deleted automatically 6 weeks after the pairing, with a reminder of forthcoming deletion being issued after 4 weeks.

### 9.13. Removed Vehicles

#### 9.13.1. Vehicles Removed by the Police

When a vehicle is removed on the authority of the police, either into police possession or from one location to another, the officer authorising the removal should cause a search of the Vehicles application to be made. If the search results in the retrieval of a record with NO REPORTS present, then a REMoved report should be added. The text must indicate where the vehicle is held. If it is necessary to keep the report on the application for more than the 12 months a new REM report, with text quoting the original removal date, must be input to start a new 12-month cycle. Once the owner has been made aware of the location of the vehicle the entry must be deleted. If there is a positive response when intending to enter a REM report the action to be taken depends upon the type of existing report that is recorded:

- LOS report                      Add a FOU report and inform originator of existing LOS
- SEE/RES/FOU/INF existing report                      Add a REM report and inform the owner of the

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

- REM Inform the owner of the existing report, ask them to delete it, then add a new REM report

#### 9.13.2. Vehicles Removed by Local Authority

Many forces record the removal of vehicles by local authorities. These vehicles are often removed to an Authorised Treatment Facility to be environmentally destroyed. It is recommended that these vehicles do not have the REMoved report confirmed. By the time that the Police Report is weeded 6 weeks later the vehicle should have both the SCRAPPED marker and be showing VOID in the Keeper field, indicating that the Certificate of Destruction has been processed.

#### 9.13.3. Vehicles Removed by Private Contractor

If a force wishes to enter into an agreement to be notified about vehicle removals made by a private contractor the REMoved report may be used to record the details. It is recommended that such agreements are made only with reputable contractors, and that full contact details are included in the report text.

#### 9.13.4. Vehicles Removed by Highways Agency

The Highways Agency may remove vehicles, e.g. following a road traffic collision. They have been given a special version of the #VU transaction to enable them to create REMoved reports only. As this does not permit them to create a Police Record, the Agency will have to ask a local force to create one on their behalf when dealing with a vehicle which has no PNC record, e.g. a foreign one. This should show Force/Station Code 68HA as the Report Owner.

### 9.14. Vehicles Repossessed by a Finance Company

When the police are notified of repossession, an enquiry should be made on the Vehicles application. If the search results in the retrieval of a record with NO REPORTS present, a FOU report must be entered on the record. The text must include details of the company concerned, or its representative, and their reference number if available. If there is an existing report action should be taken as follows:

- LOS Add a FOU report with appropriate text. It is the responsibility of the station that originated the LOS report to notify the owner that the vehicle has been repossessed and to cancel both the LOS and FOU reports.
- INF/RES/SEE/REM Add a FOU report with text. Inform the owner of the existing report as necessary.
- FOU Inform the owner of the existing report, ask them to delete it, then add a new FOU report.

### 9.15. Weeding Criteria for Found Reports

A FOU report is automatically deleted after 8 weeks without reminder, unless a LOS report about the same vehicle existed or has been entered during this period. If such a LOS report is present the FOU report is paired with that LOS, and the paired reports are deleted 6 weeks after the pairing.

The originator of a FOU report can delete the entry at any time should this be necessary. No reminders about impending deletion are issued in respect of unpaired FOU reports. A reminder in respect of paired LOS and FOU reports is issued 4 weeks after pairing.

### 9.16. Vehicles of Special Interest

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**9.18. ANPR, Action Reports and Information Reports**

Automatic Number Plate Recognition (ANPR) is an intelligence-led policing tool to target criminals through their use of the roads. Its aims include reducing the threat of terrorism and crime generally; increasing the number of offenders brought to justice; using resources more efficiently by targeting vehicles known or likely to be of police interest.

The ANPR infrastructure comprises three elements: static and mobile cameras designed to read vehicle number plates; a back office facility (BOF) in each force to process and store the data captured; the National ANPR Data Centre (NADC) to record BOF data nationally, for counter-terrorism purposes or investigation and analysis of serious and organised crime.

The data sources to which ANPR cameras are linked may include VRMs of interest identified by:

- PNC vehicle reports, either held in the fast track 'memory pool', which is accessed and updated in real-time, or an extract file (a snapshot copy of the memory pool) used as a back-up when the on-line connection is down or is not possible, e.g. on some mobile ANPR devices.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

- External data, such as untaxed and unregistered vehicles (provided by DVLA) or uninsured vehicles (provided by MIB).
- Localised databases, known as hot lists.

Prior to the implementation of the ACTion report in 2008, the INFormation report was the main mechanism for communicating to officers nationally that a vehicle was of police interest and may require interception. Too often the text was unclear as to what action was required if the vehicle was seen, or carried details that did not mean the vehicle necessarily had to be stopped (e.g. s.59 Police Reform Act warning for antisocial use).

Since March 2009, when the INF report ceased to generate a 'hit' on fast-track ANPR, the tools have become more clear-cut. The ACTion report should be used when an immediate stop on a vehicle and specific action is needed, subject to meeting national guidelines. The INFormation report should be used in other cases to record non-urgent or non-actionable background information, or when the vehicle does not routinely need to be intercepted.

The following vehicle reports currently trigger a hit on fast-track ANPR: ACT, COR, DES, FOU, LOS, REM, SEE.

The following reports or pairs do not trigger a hit (unless the record also contains one of the above): INF, RES, ACT/REA pair, LOS/FOU pair.

Further information about the background to the introduction of the ACT report and its impact on ANPR operations was provided in a guidance document in L/O Letter 2008/045. The latest available versions of documentation on this topic are as follows:

- Guidance for PNC Trainers, v1.2, issued via L/O Letter 2008/063
- ACT and REA Report Briefing Notes, v3.1, issued via L/O Letter 2011/012
- ACT Report Data Quality Audit Process, v1.0, issued via L/O Letter 2009/062

The ACT report is recommended where a vehicle is of sufficient interest that it is reasonable and proportionate for it to be circulated nationally for appropriate action to be taken should it be traced. This may have been generated by a crime investigation or where intelligence is sought. Examples include:

- vehicle suspected of being used in the pursuit of a crime
- owned by a missing person
- involved in an incident other than crime, e.g. an accident

If the situation does not justify the use of an ACT report, police interest in the vehicle may be recorded in an INF report. Examples include:

- to make available to other enquirers items of information about the vehicle or its users
- to request information whenever that vehicle is observed (however, the words 'DETAIN' and 'ARREST' must not be included in the text, as this action may not be appropriate for the current occupants – the Wanted/Missing report within the Names application should be used for this purpose)
- for speed enforcement purposes **unless** there are at least three outstanding cases and all other enquiries have been completed without success
- for the enforcement of minor traffic offences
- vehicle is linked to a disqualified driver, **unless** there is credible information to indicate that they are continuing to drive the vehicle subject to the circulation
- relating to Level 1 policing activity, **unless** the force originating the report is prepared to respond and offer assistance upon notification that the vehicle has been stopped and the prescribed action has been taken anywhere in the country. These will always be low priority reports.

## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 2

- relating to vehicles subject to provisions of s.59 of the Police Reform Act 2002 and equivalent Scottish legislation

**Use of the ACT and INF reports must be proportionate to the aim and the least intrusive method of operating, ensuring that the reasons for their use are relevant and sufficient for the purpose.** If in doubt advice from Data Protection personnel should be sought.

**Where references to other PNC entries have been made care must be taken to manage the update process.**

It is important to retain ACT and INF reports on PNC for sufficient time for the information to be used, but equally to ensure that the content is not retained on the system too long. For this reason reports have a relatively short life span upon creation, but this may be extended. ACT reports initially last for 12 weeks; their weed date may subsequently be changed to a date anywhere from 28 to 112 days into the future. INF reports remain on the application for 6 weeks unconfirmed. The weed date of a confirmed INF report may be chosen up to 365 days into the future, taken from the date of amendment (see section 8.2).

### 9.18.1. Adding ACT and INF Reports

Before adding an ACT or INF report, first search the Vehicles application to determine if there are other reports present for the vehicle. If a NO REPORTS response is returned then the report can be added. If there is an existing report the action to be taken depends on the report encountered. Normally it is appropriate if adding an INF report to inform the owner of the other report of **your interest**.

As a vehicle may not have more than one ACT report, if you wish to add another when one already exists contact the owner of the original to decide which one should take precedence. Consider recording the action relating to the lower priority case in an INF report.

### 9.18.2. ACT or INF Reports on New Vehicles

If the reports discussed in this paragraph are to be added to a new vehicle, which has not yet been added to the PNC via the DVLA, a police record should be created with the exact VIN so that it can be matched correctly when the DVLA record 'arrives'.

### 9.18.3. Theft of Number Plates

The following national policy has been agreed for recording stolen number plates on PNC:

- create an unconfirmed INF report, which will generate a reminder after 4 weeks
- the text field should contain the wording 'STOP AND OBTAIN THE FULL VERIFIED DRIVER/KEEPER DETAILS AND VIN' and then show who requires these details and the Crime/Log reference
- the words 'FRONT', 'REAR' or 'BOTH' should be included in the text as appropriate, to indicate which number plate(s) have been stolen
- the word 'STOLEN' should not be included in the text, as this could cause confusion

### 9.18.4. Cloned Vehicles

There is evidence nationally of large scale cloning of vehicles using stolen or duplicated number plates. As a result, national operations are in place to assist in the detection and recovery of such vehicles.

Cloned vehicles are frequently detected when an offending vehicle has been photographed by ANPR or safety cameras. It is important therefore that PNC rules as to action to be taken are



<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only	Chapter 2
----------------------------------	-----------

strictly adhered to and instructions are clear. Each force should have a Command and Control incident log detailing action to be taken in respect of such a vehicle being located.

If enquiries lead to the conclusion that the genuine vehicle was not the vehicle that was seen then the following PNC action must be taken.

**If the false vehicle is of similar appearance (make, model and colour) to the genuine vehicle:**

- create an ACT report on the DVLA record, with the weed date set to the maximum of 84 days; the Priority will be determined by the severity of any criminal activity known to be associated with the cloned vehicle, the Action shown as STOP and the Reason shown as CRIME
- the text field should contain a reference to the force Command and Control Log number created for the purpose.
- it is good practice to add a confirmed INF report, with the weed date set to 84 days to match the lifetime of the ACT report, to contain the serial number of the Vehicle Excise Licence of the genuine vehicle and **to show any distinguishing features it may have** to ensure that the keeper is inconvenienced as little as possible. For example:

'THIS VRM IS IN USE BY ANOTHER VEHICLE OF THE SAME DESCRIPTION

\*\*\*VIN CHECK IS ESSENTIAL TO ESTABLISH TRUE IDENTITY\*\*\*'

**If the false vehicle is of a different appearance to the genuine vehicle:**

- create a confirmed INF report on the DVLA record, and set the weed date to 84 days to match the lifetime of the ACT report on the Police Record
- the text field should contain a reference to the force Command and Control Log number created for the purpose. It should also contain the serial number of the Vehicle Excise Licence of the genuine vehicle and sufficient text to ensure that the keeper is inconvenienced as little as possible. For example:

'THIS VRM IS IN USE BY ANOTHER VEHICLE. SEE ACT REPORT ON POLICE RECORD

\*\*\*VIN CHECK IS ESSENTIAL TO ESTABLISH TRUE IDENTITY\*\*\*'

- create a Police Record with as much detail as is known about the false vehicle
- create an ACT report on the Police record, with the weed date set to the maximum of 84 days; the Priority will be determined by the severity of the criminal activity associated with the cloned vehicle, the Action shown as STOP and the Reason shown as CRIME
- use wording similar to the following

'THIS VRM IS IN USE BY THE VEHICLE DESCRIBED ABOVE

\*\*\*VIN CHECK IS ESSENTIAL TO ESTABLISH TRUE IDENTITY\*\*\*'

#### 9.18.5. Firearms

The following national standard has been agreed for recording firearms information relating to vehicles:

- Attach the WEAPONS hazard to ACT and INF reports.

## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 2

- Report text must start with the word **\*FIREARMS\*** contained within two asterisks. This provides immediate visual impact to the operator. In the case of ACT reports this will come immediately after the priority, action and reason.
- The action to be taken if such a vehicle is stopped **must** be included in the report.
- State TYPE OF OFFENCE or INFORMATION, e.g. Armed Robbery, Murder, Vehicle seen at the offence location.
- Describe the firearm using QUEST keywords, e.g. HANDGUN or SHOTGUN.
- Do not say USED, say SEEN and DISCHARGED or NOT DISCHARGED. The term USED is imprecise and can be misinterpreted. Always include as much **relevant** information as possible.
- State a 24-hour contact point where detailed advice can be obtained.

All ACTION and INFORMATION reports involving firearms should be reviewed regularly and removed as soon as they have been actioned.

### 9.18.6. Recently Sold Police Vehicles

In support of Operation Trammel, it is national policy that force Fleet Managers should arrange for an unconfirmed INFORMATION report to be added to PNC in respect of any police vehicles as soon as they are sold. This is to cover any time delays at the point of sale or at DVLA in showing the keeper change. This action is to help detect a recently sold vehicle that may be used for crime or terrorism and which may appear to be a police vehicle. It will be permissible to remove the report when DVLA have changed the current keeper and this will be notified to forces by means of the VE601J batch output.

### 9.18.7. Vehicle Stolen Abroad and Reported to a UK Force

When a UK force is notified that a vehicle has been stolen abroad it is not appropriate to add a LOS report to its PNC record because the theft has not taken place in the UK. However, an ACT report should be added with the keywords LOW/STOP/CRIME containing the words "ALLEGEDLY STOLEN ABROAD" in the text, as this may provide useful intelligence, e.g. to ANPR operators at UK ports. A check with the Interpol stolen vehicles database is advisable. This policy will be reviewed when the UK is operational with the Schengen Information System.

## 9.19. Seen Reports

The SEEN report exists in order that a force may record all vehicles which have been seen or checked by the police in particular locations at particular times, and may in the future assist in the investigation of a specific crime or crimes. The report should be used to indicate the sighting of a vehicle in circumstances that do not warrant an INF report. Except for a record which holds an unpaired LOS report, SEE reports may also be added to a record where there are existing reports in order to indicate vehicle activity. In these circumstances the originator of the initial report must be informed. The text facility should describe the circumstances under which such a check was made. Unless they accompany another type of report, e.g. INF, entries are automatically deleted after 2 weeks. If they accompany another report type they will adopt the longest weed life of reports present.

## 9.20. MO Keywords in Vehicle Reports

The MO keywords listed below cover the most common vehicle crime scenarios and are recommended as best practice for national consistency purposes and off-line searching (for example, to aid research into car key burglary – see PNC L/O Letter 2010/104). Some ANPR systems can search on keywords. Where possible the keywords are consistent with QUEST.

### 9.20.1. For Lost or Stolen Reports (LOS)

Keyword	Sub category	Description
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<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 2

KEYS	Physical key or locking mechanism
BURGLARY	Vehicle keys stolen by burglary, then used to take the vehicle
HOUSEBREAK	Vehicle keys stolen by house breaking (Scotland)
DECEPTION	Vehicle keys fraudulently obtained, e.g. using falsified documents
UNATTENDED	Vehicle keys left with the vehicle
THEFT	Where vehicle keys are stolen other than by burglary or house breaking
NOTTAKEN	All vehicle keys accounted for by the victim
ASSAULT	Vehicle stolen with the use of violence
RAMMING	Vehicle stolen during a 'staged collision'
TEST	Theft of vehicle during course of test drive
HIGHVALUE	Value of vehicle over £30,000

#### 9.20.2. For Found Reports (FOU)

Keyword	Sub category	Description
HOTWIRE		Recovered vehicle found to have ignition/immobiliser short-circuited or bypassed
CONCEAL		Found vehicle had been concealed
EXPORTED		Stolen vehicle found abroad

#### 9.20.3. For Action (ACT) and Information Reports (INF)

No specific keywords are recommended for these report types as they cover a vast range of situations. Operators are advised to keep the text simple, as it may be used to make immediate decisions, e.g. in an ANPR operation. Wording should bear in mind the future potential for searching. For example, if a vehicle is seen in suspicious circumstances include the type of premises it is near, such as school or military establishment. Some forces use the keyword POOL to denote a vehicle shared by convicted or suspicious persons.

## 10. DATA PROTECTION REQUIREMENTS

Procedures will need to be established to ensure that the requirements of the Data Protection Act 1998 are not breached. Source documentation should be retained for the same period as the life of a report, e.g. up to six years for a LOS report.

### 10.1. Accuracy and Relevance of PNC information

All forces are required to carry out formal checking and authorisation procedures before an entry is made, or within a reasonable period thereafter, to ensure that reports are as accurate as sources permit. Reports recording suspicion relating to named or identifiable persons must be relevant to the purpose of the application and obey the limitations on the use of personal data.

### 10.2. Checklists of Records

Lists of every Vehicles application report owned by a force are sent to authorised officers on demand (see Chapter 7, section 2.15). Forces requiring ad hoc checklists of their records on the Vehicles application may obtain these by making the necessary request via the Service Desk at Hendon. The owning force is responsible during the life of a report for ensuring that the information remains accurate and relevant. **Procedures MUST exist to ensure that reports are removed from the application when they cease to be relevant.** The use of VODS to assist with this process should be considered.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

**APPENDIX 1 - VEHICLE COLOURS**

BEIGE  
BLACK  
BLUE  
BRONZE  
BROWN  
CREAM  
GOLD  
GREEN  
GREY  
MAROON  
MULTI-COLOURED  
ORANGE  
PINK  
PURPLE  
RED  
SILVER  
TURQUOISE  
WHITE  
YELLOW

In addition, TWO-TONE is valid in combination with any of the above except MULTI-COLOURED.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**APPENDIX 2 - VEHICLE BODY TYPES**

<b>TYPE</b>	<b>INPUT</b>	<b>TYPE</b>	<b>INPUT</b>
2-DOOR SALOON	SAL	FIRE ENGINE	OTH
3-DOOR SALOON	SAL	FITTED VAN	OTH
3-WHEELER CAR	3WH	FLAT LORRY	LOR
3-WHEELER VAN	3WH	FORAGE HARVESTER	OTH
4-DOOR SALOON	SAL	FRONT DUMPER	OTH
5-DOOR SALOON	SAL	GLASS CARRIER	OTH
AGRIC MACHINE	OTH	GOODS	LOR
AGRIC TRACTOR	OTH	GRITTING VEHICLE	LOR
AIRPORT SUPPORT UNIT	OTH	HALF DECK	OTH
AMBULANCE	OTH	HARVESTER	OTH
BOTTLE FLOAT	OTH	HEARSE	OTH
BOX VAN	VAN	HEAVY TRACTOR	OTH
BREAKDOWN TRUCK	OTH	HYDRAULIC EXCAVATOR	OTH
BULLDOZER	OTH	INSULATED VAN	VAN
CAR TRANSPORTER	LOR	INVALID VEHICLE	OTH
CAR-DERIVED VAN	VAN	LIFT TRUCK	OTH
CESSPOOL EMPTIER	OTH	LIGHT 4 x 4 UTILITY	LIG
COMBINATION	COM	LIGHT GOODS	VAN
COMBINE HARVESTER	OTH	LIGHT VAN	VAN
CONCRETE MIXER	OTH	LIMOUSINE	SAL
CONVERTIBLE	CON	LINE PAINTER	OTH
COUPE	SAL	LIVESTOCK CARRIER	LOR
CRANE	OTH	LOADING SHOVEL	OTH
CURTAIN SIDED	OTH	LORRY	LOR
DOUBLE DECKER	OTH	LOW LOADER	LOR
DROPSIDE LORRY	LOR	LUTON VAN	VAN
ESTATE	EST	M/C COMBINATION	COM

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

<b>TYPE</b>	<b>INPUT</b>	<b>TYPE</b>	<b>INPUT</b>
MINIBUS	OTH	SNOW PLOUGH	OTH
MOBILE PLANT	OTH	SOLID BULK CARRIER	LOR
MOBILE PUMP	OTH	SPECIAL MOBILE UNIT	OTH
MOPED	MOP	SPECIAL PURPOSE	OTH
MOTOR CARAVAN	CAV	SPORTS	SPO
MOTORCYCLE	MCY	SPRAYER	OTH
MOWING MACHINE	OTH	STANDEE BUS	OTH
MPV (MULTI-PURPOSE VEHICLE)	MPV	STATION TRACTOR	OTH
NON-STANDARD	OTH	STREET CLEANSING	OTH
NOT RECORDED	OTH	TANKER	LOR
PANEL VAN	VAN	TAR SPRAYER	OTH
PANTECHNICON	VAN	TAXI	SAL
PCV (PEDESTRIAN CONTROLLED)	OTH	TEL MATERIAL HANDLER	OTH
PICK-UP	PIC	TIPPER	LOR
REAR DIGGER	OTH	TOURER	OTH
REFUSE DISPOSAL	OTH	TOWER WAGON	OTH
ROAD STRIPPER	OTH	TRACTOR EXCAVATOR	OTH
ROAD SURFACER	OTH	TRUCK	LOR
ROAD TESTING	OTH	VAN	VAN
ROLLER	OTH	VAN/SIDE WINDOWS	VAN
ROOT CROP HARVESTER	OTH	VINER/PICKER	OTH
SALOON	SAL	WINDROWER	OTH
SCOOTER	SCO		
SCOOTER COMBINATION	COM		
SINGLE DECKER	OTH		
SKELETAL GOODS	OTH		
SKIP LOADER	LOR		

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

### APPENDIX 3 - VEHICLE IDENTIFICATION NUMBER

In the late 1970s the International Standards Organisation reached an agreement with the world's motor manufacturers that there should be a readily recognisable and standard form of vehicle number: the Vehicle Identity Number (VIN). The number would consist of seventeen digits and, in addition to being displayed on a VIN plate, would be stamped onto permanent metal parts of the vehicle body or frame.

From 1st January 1980 most of the world's motor manufacturers adopted this system (with a few variations). Therefore from that date the VIN could be identified from any other number found on a vehicle by the number of characters and its composition. This system ensured that no two vehicles manufactured throughout the world would bear the same identification number within a 30-year period, as the character used for the year could have 30 different values.

The Vehicle Identity Number is divided into three separate parts. The first three characters are the World Manufacturer Identifier (WMI). From these three digits the country of origin and the manufacturer can be identified. The first two digits are allocated by the International Standards Organisation. The third digit is allocated by a country's representative body; for the United Kingdom it is

The British Standards Institution, 389 Chiswick High Road, London, W4 4AL.

The second part of the VIN is referred to as the Vehicle Description Section (characters 4 to 9). It is issued by the manufacturer to describe the attributes of the vehicle, e.g. manual transmission, 2-door saloon, 1800cc, or left-hand steering etc. For the USA market the 9th character must be a check digit.

The third part of the VIN is the Vehicle Identifier Section (characters 10 to 17). The 10th character is the year of manufacture, the 11th denotes the factory that made the vehicle, and the remaining digits form a sequential number that determines the specific identity of the vehicle.

The above breakdown can only be considered as a guide. One manufacturer's sequence of numbers will differ from that of another's, for example Ford UK (see below). It will be necessary to source other information for definitive understanding of a specific manufacturer's VINs.

If you require detailed knowledge of the composition of a particular manufacturer's VIN, you should consider enquiring with:

- Force Operations Room
- Specialist units such as Stolen Vehicle Squads
- The manufacturer (all major manufacturers have a nominated liaison officer)

The VIN has a number of practical uses, particularly in relation to suspect/stolen vehicles. It can be used to:

- Verify that a vehicle is what it purports to be.
- Aid searching of the PNC. Knowledge of how a manufacturer constructs its VIN allows staff to construct elements of a VIN using factors such as the make, model, number of doors and where a particular model is built.
- Identifying 'rung' vehicles using VODS capabilities (e.g. Ford Escort Cabriolets are built in Germany, codes WMI or WFO). A VODS search that identifies Ford Escort Cabriolets with an SFA code element in their VIN, indicating manufacture in the UK, is worth further investigation.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

**EXAMPLES OF HOW A VIN IS CONSTRUCTED**

World Manufacturer Identifier (1-3)		Vehicle Descriptor Section (4-9)	Vehicle Indicator Section (10-17)		
Country Code	Manufacturer Code	Model Code	Year (10)	Assembly Plant (11)	Sequential Number
<b>T</b> Czech Rep.	<b>M B</b> Skoda	<b>B P 2 1 U 4</b> Octavia Elegance TDI	<b>2</b> 2002	<b>2</b> Mladá Boleslav	<b>6 1 9 7 4 4</b>
<b>W</b> Germany	<b>O L</b> Vauxhall	<b>0 J B F 3 5</b> Vectra 1996 series	<b>W</b> 1998	<b>7</b> Rüsselsheim	<b>0 2 5 5 0 3</b>
<b>1</b> U.S.A.	<b>F M</b> Ford (US)	<b>B P 8 C S 0</b> Mustang GT series	<b>A</b> 2010	<b>G</b> Chicago	<b>A 6 9 1 0 1</b>

Although containing the same elements, the VIN for Ford (UK or Europe) is constructed differently. Some examples of what each character can contain are shown below.

**WMI Codes (1-3)**

SFA = UK  
 TW2 = Portugal  
 UNI = Ireland  
 VS6 = Spain  
 WF0, WF1 = Germany  
 XLC = Netherlands

**Body Type (4)**

A = 5 door  
 B = 4 door  
 C = 2 door coupe  
 E = 3 door hatchback  
 P = 5 door hatchback

**Constant XX (5-6)****Source Company (7)**

B = England  
 G = Germany

**Assembly Plant (8)**

A = Dagenham, Kőln, Ipiranga  
 B = Halewood, Genk  
 N = Amsterdam  
 S = Setubal

**SFAEXXBAFWP10268** could be the VIN of a 3-door Fiesta hatchback made at Dagenham in August 1998.

**Model (9)**

A = Escort, Orion  
 D = Focus  
 F = Fiesta  
 G = Granada, Scorpio  
 R = Ka

**Body Type (10 – same as 4)****Year (11)**

1 = 2001 up to 9 = 2009  
 A = 2010, B = 2011, C = 2012 etc

**Month (12)**

The letters B,R,A,G,C,K,D,E,L,Y,S,T,J,U, M,P are used over a 16-month cycle. The year/month combination for December 2010 is AG. Using this convention it will be 60 years before this is repeated.

BC = January 2011  
 BK = February 2011  
 BD = March 2011

**Sequential Number (13-17)**



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

**TIPS FOR VIN SEARCHING**

If the vehicle is British registered you should expect to find it. DO NOT accept 'NO' for an answer.

If the vehicle is not found with the make that you first included in the search try other similar makes, e.g. Ford (UK), Ford (Europe) etc. In some cases it may mean several transactions in order to carry out a complete search of all make groups.

Try a search without a make group; although this only displays records with LOS reports present, the vehicle you are searching for may be present.

If a vehicle can be regarded as plant, e.g. JCB, try a search on the Property file. In cases where you suspect the vehicle to be stolen, try an engine number enquiry.

If the make is non-standard, or not input at DVLA by code, try entering an asterisk (\*) in the Make field. Approximately one million vehicles have records of this type.

The Thatcham Vehicle Identification System (TVIS) is a database for which 8 licences are provided to each police force. It is a resource that supports law enforcement agencies with vehicle identification, and contains details of the format and locations of manufacturers' vehicle identification numbers. It will be of assistance with the use of the #VC transaction.

**The PNC User Manual, version 12.01**  
 For Use by Authorised Staff Only Chapter 2

**APPENDIX 4 - NON-POLICE ORGANISATIONS WHOSE VEHICLES ARE PROTECTED  
 FROM PUBLIC ENQUIRY / ACCESS**

Organisation	Description of Duties
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

### APPENDIX 5 - DVLA VEHICLES SYSTEM

The DVLA computer stores details of all vehicles registered in England, Scotland and Wales. Vehicle Registration Offices (VROs) in main cities and towns (see the VRM Guide issued by the Metropolitan Police) act as agents for the DVLA, including such functions as:

- allocating new VRMs locally
- holding local records of vehicles in the categories of diplomatic privilege, personal and direct export
- holding local records of trade plates and their users.

A vehicle record is initially set up at the DVLA when a vehicle is first registered and licensed. Any DVLA vehicle record on which no update activity (for example re-licensing or a change of keeper) has transpired for 3 years is voided (archived onto microfilm) and notification of voiding is sent to the PNC. Examples include vehicles whose VRM has been made redundant (for example by a cherished number transfer or an allocation of diplomatic plates). The DVLA marks its own vehicle record when a vehicle has been stolen or obtained by deception (when the report has been confirmed). This information is provided to DVLA via the electronic file transfer of information from the Vehicles application.

The DVLA issues RFAs (Reports for Further Action) to the appropriate force when there is activity on records marked as stolen, scrapped or seriously damaged.

#### **Enquiries and Reports to the DVLA**

The registered vehicles records held on the PNC are abbreviated versions of the DVLA records. The DVLA-held record is the definitive record for evidential purposes. Additional information about a registered vehicle for which a record is held on the PNC may be requested from the DVLA by use of DVLA forms, which are available through the force DVLA Liaison Officer.

**VQ1 form.** This form should be used when requesting information in excess of that contained in the Vehicles record, or for enquiries which require written certification for documentary evidence, or for all routine enquiries of a non-urgent nature. At least two weeks should be allowed for a reply.

**VQ612 form.** This should be used to request from the DVLA information on records known to have been voided or when any other additional information and/or copies of documents are required.

**CLO 504 form.** This form should be used to request a copy of any document microfilmed at the DVLA for which the microfilm reference number is known. It is normally used to obtain the unconfirmed Name and Address of the new keeper of a vehicle.

**V79 form.** This form must be used to inform DVLA of any discrepancy which has been noted between the appearance of a vehicle and its description held on the Vehicles record, and changes of keeper. The form is microfilmed at the DVLA and subsequent police enquirers may request a copy of this document if required.

In June 2006 DVLA introduced a new version of the V79 form, and they do not process the old style document if received. The new form is dealt with in one of two ways:

- a) If the form is not signed by the vehicle keeper DVLA will note the new details but not change the record at this stage. They write to the registered keeper for confirmation of the change and mark the appropriate record on their file with the words RECORD QUERY.
- b) If the form is signed by the keeper DVLA will update the record. They write to the registered keeper for confirmation of the change, and when that is received a new V5C will be issued.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

The second process is of most benefit to the police service, but either method allows them to track a vehicle.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**APPENDIX 6 - POLICE REQUEST FOR MIB TO SEARCH MOTOR INSURANCE DATABASE**

**The disclosure policy, process and forms to be used for requesting motor insurance data from MIB are shown below. Note that the introduction of the #VI transaction in effect removes the need for this process, so this Appendix is being retained in the Manual only until #VI is more established.**

**MIB Disclosure Policy**

As the data controller for the Motor Insurance Database (MID), the Motor Insurers' Bureau (MIB) has the duty to ensure that the information is properly protected and used only for permitted purposes. Recognising that use of this information may be of considerable benefit to society if used appropriately in support of police investigations, MIB will use its reasonable endeavours to provide access to MID data in response to an enquiry from a police force, subject always to the limitations of the relevant Data Protection Act 1998 legislation. Included is an exemption that allows disclosure if it is for the purpose of the prevention or detection of crime, or the apprehension/prosecution of offenders. The exemption, granted under section 29(3) of the Act, should only be applied where failure to disclose would be likely to prejudice those purposes.

**Operational Process for Requesting Information from the MID**

Police requests to search the MID must be submitted by fax to the MIB Police Helpline on the appropriate one of the MIB forms, reproduced below. These may be customised on your force's official headed paper, or faxed with a force header sheet. The Helpline will attempt to respond to individual enquiries, by fax, within 3 working days and will only be able to provide the information, when all of the following apply:

- The matter under investigation is a 'recordable offence'
- There is a specific link between the subject(s) of the investigation, the vehicle and the crime
- There is no other means of obtaining the information
- Failure to obtain the information would be likely to substantially prejudice the prevention or detection of crime or the apprehension, or prosecution of offenders, to such an extent that it warrants the use of the personal data held on the MID.

In order for Helpline to be able to assess whether these criteria are met, the notice must include an explanation of why the information is required by the police and, in particular, how the vehicle upon which a search of the MID is to be conducted is linked to the investigation or believed offender. Additionally, it must be certified that there is no other source from which this information could be obtained.

Information obtained in this manner must not be passed to any third parties not involved in the investigation for which it was obtained, or used for any other purpose. The results of the enquiry should be retained no longer than necessary, in accordance with the force data protection policy.

The following pages contain four MIB forms.

- Enquiry made under the Data Protection Act 1998 section 29(3) - **2 pages**
- Money Laundering enquiry made under the Data Protection Act 1998 section 29(3) - **3 pages**
- Road Traffic Collision enquiry form - **1 page**
- Abandoned Vehicle enquiry form - **1 page**

Completed and signed forms, one for each VRM, should be faxed to MIB on [REDACTED].

**Court Orders**

In compliance with s.35 of the Data Protection Act, MIB will provide information from the MID when ordered to do so by a court. It is appreciated that for reasons of operational security the police may be unable to provide the detail that is required by MIB in a s.29(3) DPA request. In these instances, the police will need to seek a court order. In order that these may be

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

answered as quickly as possible, the police should notify MIB that such an order is to be served, which will ensure that it is responded to immediately upon receipt.

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INVESTOR IN PEOPLE

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 2
-----------

## APPENDIX 7 – MOTOR INSURANCE DATABASE FREQUENTLY ASKED QUESTIONS

The following information was provided by the Motor Insurers' Bureau and was previously issued via PNC L/O Letters 2010/070 and 2011/069.

### Who can check insurance data via PNC?

Police Officers, Special Constables, Police Staff and Police Community Support Officers can check to see if a record of insurance is held on the Motor Insurance database (MID). It is not available to any 'partner agencies' without the approval of MIB.

### 1. You are now allowing PCSOs to check the MID. This is a major change. Why are you doing this?

1. First of all it is for Chief Officers of Police to decide whether they wish PCSOs to be involved in this type of work. However, should they wish this to occur then MIB will not differentiate between them and any other Police Officers or Staff. We accept the real impact that PCSOs have in respect of neighbourhood policing and believe this access will enhance their role.

### 2. Can PCSOs seize uninsured vehicles?

2. This is not currently allowed for in the legislation relating to the seizing of vehicles (RTA 1988 & SOCA 2005). If a PCSO identifies a vehicle that is not on the MID they should refer to their local Force policy on what action to take next.

### In what circumstances can the insurance data be checked?

There are now two main ways of checking the Motor Insurance Database on PNC.

The first is the existing transaction code #VE used in relation to checks made on vehicles on the road or at the roadside on the day of the check to see if they have an insurance record under s.143 of the Road Traffic Act 1988. It cannot be used for any other purpose including that of obtaining intelligence.

The second is a new transaction code called #VI. This will allow a check to be made on any date over the last seven years to see the insurance details applicable at the time. This can be used for any legitimate policing purpose including that of obtaining intelligence.

Please see below for the difference in the use of these codes.

### Does this change the circumstances when we can contact the MIB Police Helpdesk?

No, the circumstances for contacting the helpdesk remain the same. This change in approach only relates to access to the MID via PNC. However it is anticipated that greater access to the MID will reduce the need to contact the Police Helpdesk as the police will already have the information they require. This will allow MIB to further enhance the service to the police who do require the assistance of the Police Helpdesk.

Once #VI is established the Helpdesk will not complete any

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

more Data Protection Act requests as the police will have the ability, in most cases, to complete the enquiry themselves.

**#VE Questions**

**We have been informed in the past that, as a rule of thumb, if you can issue a HORT1 you can check insurance data on PNC?**

Yes, that was what had been previously advised prior to August 2010. However that is not the case now and therefore PNC provides more operational flexibility when making the check.

**Can we check Insurance information whilst a vehicle is moving?**

Yes, provided you can actually stop the vehicle if the MID indicates no insurance details held. There is now no requirement to stop the vehicle first.

**What do you mean by a multiple vehicle check?**

We know many police vehicles have mobile data sets available where officers can key in any number of passing vehicles. This is fine provided that they could stop the vehicle should they have an indication that no insurance details are held on the MID.

We are also content if an ANPR type operation is running and following a MIDAS 'hit' a live check is made of the PNC before any action is taken, provided that there is present at the time the ability to intercept the vehicle should the MID show that no record of insurance is held.

What is not acceptable is for automated checks on MID to take place on ANPR cameras and where there is no immediate capacity to stop the vehicle. This is in line with previous instructions given and this still applies, i.e. ANPR cameras will only use #VK transactions, and therefore will not access MID.

**#VI Questions**

**Can we only check the MID for the actual day of the enquiry?**

The PNC transaction #VI is available to check insurance status on a vehicle on a specific date going back up to seven years.

**Why has #VI suddenly been introduced?**

There is now specific legislation interpretation under The Motor Vehicles (Third Party Risks) (Amendment) Regulations 2001 that enables this to take place and therefore a new Police Access Agreement has been signed between MIB and NPJA.

If you want to see the Police Access Agreement then check on the MIB Police website from your Force intranet.

**Does this now mean we can check the MID for any reason?**

As long as it is for a legitimate policing purpose and the guidance for use is followed. However, it is important that you use the correct transaction code.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 2</span>

**#VI Questions (continued)****What does legitimate policing purpose mean?**

Literally anything that you are required or allowed to do as a part of your specific role within the police. Ask yourself a question: "if I complete this check would I be working outside of my remit and therefore be liable to be investigated by the professional standards or complaints department?" If the answer is "Yes" you cannot do the check.

**Can we use #VI for intelligence purposes and crime investigation?**

You can, provided it is a part of your police remit to do so. However, you cannot use MID data in evidence. As with all intelligence material you must convert this into evidence and separate it from the MID. This is normally done by contacting the insurance company and obtaining a statement of other documentary evidence from them.

**If #VI does everything, why are we also using #VE?**

It is vitally important that we differentiate between those checks that are made on the road or at the roadside (#VE) and those checks made in other circumstances (#VI). It is a part of the agreement that NPJA has with MIB for this to occur and guarantees continued access to the information.

**Are there any other rules for using MID information?**

Only that any information is covered by the Data Protection Act. MID information is personal data and must be treated in accordance with the DPA legislation and principles.

**Does the new law for Continuous Insurance Enforcement (CIE), that gives more powers to DVLA and MIB, affect the use of #VI?**

No. CIE has a specific process to identify and deal with uninsured vehicles. A comparison is made between DVLA and MIB data to identify vehicles that are taxed with no insurance. #VI has no relationship with CIE as it can be used for any policing purpose.

**#VM Questions****Can we still use #VM for multiple PNC checks?**

Yes you can, but #VM is restricted to checking only for insurance information on the day that the check is being made, it does not have the functionality to check a past date.

Provided that the reason for the transaction is clear and it is for vehicles on the road or at the roadside to see if they have an insurance record under s.143 of the Road Traffic Act 1988, then the police can make use of the information received.



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 2

**NOTES**

## **CHAPTER 3 - PROPERTY APPLICATION**

### **1. INTRODUCTION**

The Property application was included on the PNC to make the holding of specific items of identifiable property which have been lost, stolen or found, easily accessible when either enquiring or updating records and/or reports. At the time of its introduction in 1991 there was no single national register of such items, therefore the older categories in this application are police created and maintained, with forces responsible for their own records and reports. In 2011 the National Mobile Phone Register (NMPR) was the first external source of property data to become accessible to police enquiries via the PNC, and other external categories (numbered 7 to 10) will follow in due course as part of the Schengen Information System project.

#### **1.1. Purpose**

The purpose of this application is to:

- maintain information in respect of the items of property which have been lost, stolen or found
- provide the police with speedier access to this information at all times by quoting unique identifying numbers relevant to the property type
- permit a thorough search of the application by the use of a search key

#### **1.2. Overview of content**

The following items of property are held on the PNC system:

- PLANT
- ENGINES
- TRAILERS & SIDECARS
- ANIMALS
- MARINE
- FIREARMS

Each of the six types of property held on the application is recorded on tailored screens which contain all the relevant details. Each record is allocated a unique property identification number (PROPID), which is automatically generated by the system.

The following items of property, which are not held on the PNC and do not have a PROPID, may also be searched:

- PHONES (NMPR)

#### **1.3. Make up of a PROPID number**

The property ID is a unique number given to each record when it is created on the system. It is made up as follows: **yy/nnnnnz**

- yy                      is the year element
- nnnnnn                is a sequential number up to six characters
- z                        is an alpha check character

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 3</span>

e.g. 95/671234A.

#### **1.4. Hybrid Property**

Certain pieces of plant are registered with DVLA and are therefore capable of being driven on a road. Some items of plant such as agricultural machinery (AGRIMACH) may also be driven on a road for limited periods specified by the Road Traffic Act, but may not be registered with DVLA. These items are known as Hybrid Property, and one example is a Quad Bike. If such an item of plant is stolen, an entry should be made on both the Vehicles and Property indexes of PNC, and cross-referred to the other entry. This is important in aiding the recovery of such items of property, many of which are extremely valuable. Forces must manage both the input (onto both indexes) and also the addition of FOU reports and deletion of paired reports on recovery.

## **2. DESCRIPTION OF PROPERTY TYPES**

### **2.1. Plant - 01**

Any item of machinery, which may be used in the agricultural, construction or engineering industry, or any attachment added to it that would not be registered at the DVLA. It may be self-propelled or unmoveable without the aid of a mechanical device, and does not include hand-held items. A full list of Plant types is contained in Appendix 1 of this chapter.

### **2.2. Engines - 02**

Any engine used to drive machinery or propel a vehicle, e.g. a motor car engine. Plant engines should be entered as Plant (01 above). Marine engines should be entered as Marine Craft (05 below). When checks are completed on engines, records on the Vehicles file with stolen reports are automatically searched and responses will be included along with other engines.

### **2.3. Trailers - 03**

Any item, not being an item of plant, pulled or towed by a motor vehicle. These are described as multi axle, single axle, articulated, container, caravan or sidecar.

### **2.4. Animals - 04**

Animals that have been registered with a marking company. They must be marked with indelible and unique numbers.

### **2.5. Marine Craft - 05**

Items of marine craft, marine engines or jetskis.

### **2.6. Firearms - 06**

Shotgun, rifle, pistol, revolver, air rifle, air pistol and other types of firearm. Imitation weapons are also included.

### **2.7. Phones (NMPR) - 11**

Mobile phones that have been recorded on the National Mobile Phone Register, an external data source.

## **3. INFORMATION REQUIRED TO RECORD PROPERTY**

In all categories for which the data is held on PNC, at least one number associated with the lost/stolen or found property item **must** be entered in order to create a record on the database. For the Firearms category only, the Crime Reference Number may be used if necessary (see section 3.6). If the Crime Reference Number is used temporarily in the other

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 3
-----------

categories, every effort must be made to obtain the correct serial or engine number as soon as possible so that the record can be updated. This will improve its searchability and data accuracy. The Report Type, Owner and Text fields are mandatory. Thereafter most descriptive fields are optional, although the better quality information input the greater the chances of a successful identification at a later stage. The following details, with mandatory fields shown, are available to record property in each of the categories:

### 3.1. Plant

- **Manufacturer's Number (maximum of 28 digits)**

Whatever the manufacturer decides - e.g. a chassis number or VIN

- **Fleet Number**

Allocated by the owner or operator

- **Engine Number**

As with motor vehicles, the engine maker's number

- **CESAR Number (Maximum of 6 digits)**

Unique number issued upon registration with CESAR scheme, in the format 99XX9X (where 9 represents a number and X represents a letter)

- **Plant Type (Mandatory)**

Type of plant from standard list, maximum 9 characters (see Appendix 1)

- **Item Make**

The manufacturer of the item. Note that a list of Plant manufacturers has been produced by PANIU and circulated via PNC L/O Letter 2010/065. This spreadsheet is available on POLKA, where future updates will be posted.

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (see Chapter 2, Appendix 1). The first colour displayed should be the predominant one.

- **Engine Capacity**

The engine size or power output of the item, in cubic capacity, horse-power, kilowatts etc.

N.B. The Construction Equipment Security and Agricultural Registration scheme (CESAR) provides a database to enhance the security, identification and registration of plant items. An enquiry with CESAR may prove beneficial in obtaining relevant details for the purposes of recording lost/stolen plant on PNC. See PNC L/O Letter 2008/086 for further details, and section 9 of this chapter.

### 3.2. Engines

- **Manufacturer's Number (maximum of 28 digits)**

Whatever the manufacturer decides

- **Fleet Number**

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 3</span>

Allocated by the owner or operator

- **Item Type**

Automatically completed

- **Item Make**

The manufacturer of the item

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (see Chapter 2, Appendix 1).  
The first colour displayed should be the predominant one.

- **Engine Capacity**

The engine size or power output of the item, in cubic capacity, horse-power, kilowatts etc.

### 3.3. Trailers & Sidecars

- **Manufacturer's Number (maximum of 28 digits)**

Whatever the manufacturer decides

- **Fleet Number**

Allocated by the owner or operator

- **Container Number**

BIC Number where known or Manufacturer's number

- **Ministry Number**

This number is allocated to those trailers requiring ministry testing and will be recorded on the 'Ministry plate' affixed to the trailer

- **Item Type (Mandatory)**

Valid entries are ARTIC, CARAVAN, CONTAINER, MULTIAX, SINGLAX or SIDECAR

- **Item Make**

The manufacturer of the item

- **Item Model**

The manufacturer's model name

- **Colour**

Maximum of two colours taken from the standard list (see Chapter 2, Appendix 1).  
The first colour displayed should be the predominant one.

N.B. A commercial organisation, Caravan Registration Identification Scheme (CRIS), is now producing a registration document for caravans, similar in appearance to a motor vehicle form V5C, which includes the manufacturer's number as the VIN. An enquiry with CRIS about the

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 3
-----------

owner of such lost/stolen property may prove beneficial in obtaining relevant details for recording purposes.

### 3.4. Animals

- **Identity Number (maximum of 17 digits)**

The number allocated by the relevant registration scheme

- **Animal Species (Mandatory)**

Valid entries are CAT, CATTLE, DOG, GOAT, HORSE, PIG, SHEEP or OTHER

- **Marker Type (Mandatory)**

Valid entries are BRANDED, CHIP IMPLANT, EAR TAGGED, FREEZE MARKED, HOOF BRANDED, LIP TATTOO, OTHER MARK or OTHER TATTOO

- **Marker Company (Mandatory)**

Valid entries are FARMKEY, EQUIBRAND, EQUESTRIAN SECURITY SERVICES, COW CO LTD, PET ID, NATIONAL EQUINE DATABASE, CENTRAL MICROCHIP REUNIFICATION or UNKNOWN, though companies not listed here may be specified

- **Contact Number**

Telephone number of the Marker Company. If entry is one of the companies specified above, the telephone number is automatically displayed.

- **Colour**

Maximum of two colours taken from the standard list (see Chapter 2, Appendix 1). The first colour displayed should be the predominant one.

### 3.5. Marine

- **Engine One Number (maximum of 28 digits)**

The serial number of the engine

- **Engine Two Number (maximum of 28 digits)**

The serial number of a second engine (if fitted). Can only be used in conjunction with Craft, i.e. not Jetski.

- **Craft or Hull Number**

The number of the craft that is given when manufactured. At present there is no standardisation.

N.B. Jetski numbers often include the model name/number.

- **Sail Number**

Up to 8 characters. Cannot be used with Jetski.

- **Item Type (Mandatory)**

Valid entries are CRAFT, ENGINE or JETSKI

- **Item Make (Mandatory)**

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 3
-----------

The manufacturer of the item. The spelling will be checked against a list of standard makes. If not found, opportunity is given to confirm a non-standard make or correct the spelling.

- **Craft Name**

The name given to the CRAFT or JETSKI by the owner, e.g. Sea Breeze. This field is not valid on any record created as type ENGINE.

- **Colour**

Maximum of two colours taken from the standard list (see Chapter 2, Appendix 1). The first colour displayed should be the predominant one.

- **Photo (Mandatory)**

This field indicates if access to a photograph of the item is possible.

### 3.6. Firearms

- **Serial Number (maximum of 17 digits)**

The number allocated by the manufacturer.

N.B. Care should be taken not to confuse the serial number with the patent number of the weapon. For firearms without serial numbers, or where numbers have been removed, it is acceptable to use the Crime Number in this field. As much descriptive information as possible should be added to the report Text field.

- **Weapon Type**

Valid entries are SHOTGUN, RIFLE, PISTOL, REVOLVER, AIR RIFLE, AIR PISTOL or OTHER

- **Calibre**

The calibre of the weapon, including the unit of measurement, e.g. 9mm, 0.22 inch or 12 bore. It is important that this field is consistent for the purposes of the Schengen Information System, so only the above formats should be used. The word 'bore' should be used in preference to 'gauge', to be as consistent as possible with the NFLMS.

- **Item Make (Mandatory)**

The manufacturer of the item. The spelling will be checked against a list of standard makes. If not found, opportunity is given to confirm a non-standard make or correct the spelling.

- **Item Model**

The name given to the model by the manufacturer

- **Imitation Marker**

If the item is an imitation or replica, 'Y' is entered

### 3.7. Additional Fields for All Property Types

The following additional fields are also available:

- **Name and Address - Optional**

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 3
-----------

The name and address of the owner or person who reported the loss or theft of the item

- **Record Owner - System Generated**

This will be a Force Station Code that will identify the force responsible for the validity and accuracy of the record

- **Record Creator - Optional**

This will also be a Force Station Code, present only if the item has been created by one station on behalf of another. The Force Station Code will differ from that shown as the Record Owner.

- **Report Type - Mandatory**

A record **must** also contain a report; it cannot exist without one. Details of report types are contained in the following section.

### 3.8. Description of Report Details

The basic format of the report is similar to that on the Vehicles application and will have the following fields:

- **Report Type - Mandatory**

The types of report which may be used are:

- **LOS Lost/Stolen** - the item has been lost, stolen or obtained by deception
- **FOU Found** - the item has been found, apparently abandoned or repossessed by a finance company

- **Report Owner - Mandatory**

This is a Force Station Code, which is the contact point for any further enquiries in respect of the report. They will be responsible for the validity and accuracy of the report content.

When an item of property that is suitable for recording on PNC is reported stolen to one force, and the theft occurred in a different force area, the force receiving the information should provide it as soon as possible to the force in which the crime occurred so that the latter may take ownership of the LOS report.

- **Report Creator - Optional**

This will only be present when a report was added to a record by one station on behalf of another. It will contain a Force Station Code that differs from the one in the Owner field.

- **Reference – Mandatory for Confirmation**

This is a reference intended to assist the enquirer to obtain further details about the report from the Report Owner. Force procedures will dictate the content of the reference, which may be local in nature.

- **Incident Date(s) - Optional**

The date, or period, during which the incident leading to the report occurred.

- **Text - Mandatory**



## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 3

Additional information to clarify the reason for the report (see Chapter 2, section 3.6).

If the text of a LOS report includes the first half of a valid PNN email address, up to and including the @ and enclosed by chevrons, the force owning it will be automatically alerted if the property is recovered and a FOU report is added. For example, if the report text contains <PROPERTY-CRIME@> and the report owner is 47HQ, if a FOU report is added the address [property-crime@sussex.pnn.police.uk](mailto:property-crime@sussex.pnn.police.uk) will be notified. A generic address such as this, rather than an individual one, is recommended.

This facility is currently available for the property types of Plant, Trailers and Animals only, though it is considered good practice to add the email address to all LOS reports in anticipation of the facility being extended to the other property types. When an item in the Plant or Trailers category is recovered an email notification is automatically sent to the Plant & Agricultural National Intelligence Unit.

### 4. METHODS OF ENQUIRY

There are two transaction codes that may be used to access the Property application with specific reference numbers for enquiry purposes (see section 8 for descriptive searching):

- #PE Property Enquiry

Enquiry on the serial number of the property item.

- #PI Property Identification number (PROPID) search

Enquiry on the unique number (PROPID) allocated by PNC when the property record is created. This code is not applicable to categories for which the data is not held on the PNC, e.g. PHONES (NMPR).

Both these transaction codes can be used with or without a formatted screen.

#### 4.1. Property Type Search Options

Each property type affords different search options on the various numbers used to record the item. The following paragraphs itemise which options are available for each property type. A search option is mandatory in every case. **Care should be taken to choose the correct option in line with the intended enquiry (e.g. if searching for a Container, select 'C'). Operators must not select 'F' on the basis that this is a FULL search. With the exception of Firearms and Animals, it may not be.**

##### 4.1.1. Plant - 01

- F Plant (01) - Fleet, Manufacturer, Engine or CESAR Numbers
- E Plant (01) - Engine Numbers AND Engine (02) - Manufacturer Numbers

##### 4.1.2. Engines - 02

- F Engine (02) - Fleet and Manufacturer Numbers; Plant (01) Engine Numbers AND Stolen Vehicle Engine Numbers (Vehicles File)

##### 4.1.3. Trailers/Sidecars - 03

- C Trailer/Sidecar (03) - Container Numbers
- D Trailer/Sidecar (03) - Ministry Numbers
- F Trailer/Sidecar (03) - Manufacturer, Fleet, Ministry or Container Numbers

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 3</span>

## 4.1.4. Animals - 04

F Animal (04) - Identity Number

## 4.1.5. Marine - 05

C Marine (05) - Hull and Sail Numbers

E Marine (05) - Engine1 and Engine 2 Numbers

F Marine (05) - Engine1; Engine 2; Hull and Sail Numbers

## 4.1.6. Firearms - 06

F Firearm (06) - Manufacturers Serial Numbers

**Unidentified engines will need to be searched for twice, i.e. as a possible type 02 or a possible type 05.**

## 4.1.7. Phones (NMPR) - 11

F Phones (NMPR) (11) - it is mandatory for a minimum of 14 digits of the IMEI Number to be entered (and optionally a 15<sup>th</sup>, check digit), also the Warrant/ID Number of the requestor and Reason for the check. A Help screen is available to provide a list of valid Reasons. The Force/Station Code may be input and, although optional, it is considered good practice to enter it as it is potentially useful for future reference.

## 5. HOW THE SYSTEM SEARCHES THE APPLICATION

In view of the amount of information that is held upon the application, the system has been programmed to search using a search key. It is similar to that used in searching Vehicle Identification Numbers on the Vehicles application and is fully described in Chapter 2. The principal difference is that the initial search seeks to produce an exact match up to a maximum of 10 possibles (compared to only 3 on the Vehicles application). As with the Vehicles application, an extended search facility is offered to produce up to 50 responses.

### 5.1. Types of Response – Property Types 1 to 6

The types of response are similar to those for VIN searching (see Chapter 2, section 6.4).

- **No Matching Records**

If no records are found which match the enquiry details then the system will complete the transaction.

- **No Records Found Within Initial Limit**

If no records are found on the initial search that match the enquiry details, but similar records are held on the database, then an extended search should be carried out, or the transaction may be abandoned.

- **Only One Match Found**

The initial search has only traced one possible record, which will be displayed. If necessary the operator may extend the search for any other possible matches. If any further records are found these will be displayed in a summary, otherwise the one possible record will be re-displayed. When this possible has only one report the system will complete the transaction.

- **Mark Record(s) for Full Display**

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 3</span>

The result of any enquiry with two or more possibles will be shown in a summary format giving details of the Property Number, Manufacturer or Fleet Number, Item Type, Make, Model and whether they are found to be an exact match of the data used. There will be up to 17 records on a page in the summary, with a maximum of 50 records being displayed. Responses that the operator wishes to examine further can be marked and these records individually displayed (see Chapter 2, section 7.6.1).

- **Too Many Matches**

This can occur on both the initial and the extended searches. If on the initial search more than the best 10 are immediately found then this response will be given with the opportunity to extend the search.

If an extended search finds more than 50 possibles the system will abandon the transaction. If there are less than 50 they will be displayed in a summary format.

## 5.2. Marking and Displaying Records

The marking and displaying of records is similar to that for Vehicle Identification Number searching - see Chapter 2, section 6.4.

## 5.3. Types of Response – Property Type 11

The following types of response may be seen for enquiries on property type PHONES (NMPR) .

- **No Matching Records Found**

If no records are found which match the IMEI number input then the system will complete the transaction.

- **One Match Found**

If there is one report present it will be displayed under the heading \*\*\* REPORT 1 OF 1 \*\*\* and the system will complete the transaction.

- **More than One Match Found**

If there are two or more reports present on the NMPR record, the most important ones will be extracted and shown on PNC, up to a maximum of four. They will be displayed in date order, with the most recent one first. The operator may page to any of the others by putting a valid number in the page field.

The message CONFIRM SITUATION ON NMPR WEBSITE BEFORE TAKING ACTION will be shown whenever at least one report is present.

The status summary field will show if there are any reports which are either LOST, STOLEN or FOUND. The other types of report in which PNC is primarily interested are INF (typically relates to serious crime), UNBLOCK/BLOCK (network originated) and SEARCH (previous police searches, indicating possible ongoing investigation).

If the NMPR report contains more text than PNC can reasonably handle some data may end with a + to indicate truncation. The NMPR website will be able to show the full report.

## 6. FILE RECORD MAINTENANCE

### 6.1. Introduction (#PU)

The transaction code for performing any updating on the Property application is **#PU**, Property Update. It is the responsibility of all police forces to update and maintain their own records on the application. The transaction code can be used formatted or unformatted. (The format is obtained by leaving the data input line blank.)

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 3</span>

**6.2. Fields Used for Updating**

The initial format for updating on the Property application consists of four fields and, dependant on precisely what updating is required, one or more of the fields may be used. The fields are:

- **PROPID**

Where a specific existing record has to be updated then this field will be completed

OR all of the following:

- **Property Number**

This will be the number of the relevant property type to be processed (refer to sections 3.1 to 3.6)

- **Property Type**

01 - Plant; 02 - Engines etc.

- **Search Options**

The available options

**6.3. Responses**

Where input is made to the PROPID field, a specific record will be retrieved for update purposes.

Where the other fields are used then a search of the whole Property File for an exact match is made. (N.B. the system only completes an EXACT MATCH search in this process, therefore operators should always perform a Property Enquiry (#PE) first.) If no exact record match is found then the appropriate tailored screen will give the option to input details for the creation of a new record. The data input on the initial format screen will automatically be inserted into the relevant fields of the tailored screen.

**6.4. Property Record - Options**

- **New Record (N)**

This option will provide a format to create an entire property record with the input number already entered in the tailored screen. The number will not apply to all the fields and must be manually deleted where they are not relevant. All fields have Help Map facilities.

- **Record Detail Amend (R)**

The force owning the property record descriptive details can amend, update or delete any fields within the tailored screen.

N.B. Mandatory fields cannot be deleted.

**6.5. Property Record Report - Option Availability**

There are instances when the options available differ according to the record status. Upon the creation of a record, whether it is a FOUnd or a LOSt report, the report owner becomes the record owner as well. All the options in respect of the record and reports will be available for use. However, if the record contains a LOS report and a FOU report is added, the record will still belong to the owner of the LOS report. THE RECORD OPTIONS WOULD ONLY BE AVAILABLE TO THE LOS REPORT OWNER (see above). The rules in respect of report deletion still apply.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 3
-----------

If the initial record has been created with a FOU report and a LOS report is added, the ownership of the record would change to become the owner of the LOS. The record options would as a consequence transfer to the owner of the LOS report.

### 6.6. Record Created with New Owner - Transaction Completed

The system will not allow the addition of a second FOU report to a sole FOU report on a record. If attempted, the following marker will appear at the top of the screen in inverse video:

**'TRANSACTION ABORTED - UNPAIRED FOU REPORT ALREADY EXISTS'**

### 6.7. Property Record Report - Options

- **Insert Report (I)**

When a force wishes to add a report to a record this option will obtain the necessary format. Up to six reports can be present on a record. Subsequent reports must either make a pair or be added to reports that are already paired.

- **Amend Report (A)**

The owner of a report can amend, update or delete the fields made available by this option. Mandatory fields cannot be deleted.

- **Confirm Report (C)**

This option is used to extend the life of a report. If no reference was included on the report then an opportunity will be given to add this. Once a reference is present a system message will prompt the confirmation, otherwise the transaction can be abandoned.

- **Delete Report (D)**

Report owners are able to delete their report only when it is on the screen and this option is present (except if it is a pair - see below). Selecting this option will generate a system message requiring the confirmation of the deletion request by pressing 'SEND'. If deletion is not the required option the transaction may be abandoned. If there is only one report on a record then its deletion will also cause the record to be deleted. Note that for Data Protection purposes good housekeeping procedures should be in place to maintain property records in harmony when they are linked to other property or vehicle records.

- **Pair Deletion (P)**

Where paired LOS and FOU reports exist on a record this option will be available, to the force owning the LOS. It allows the deletion of both reports simultaneously. System messages will be generated to ensure that the correctly paired reports have been selected. Again, if the deletion is not the required option, the transaction may be abandoned. If only the paired reports are present the deletion of these will also delete the record.

## 7. RECORD/REPORT LIFE AND WEEDING PROCEDURES

### 7.1. Record Life

A record remains on the application until one or other of the following occurs:

- it is deleted when the last report held on the record is deleted
- it is weeded from the file after the report life of the last remaining report has expired

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 3
-----------

## 7.2. Report Life

It is the property type that determines the life of reports. In the case of Plant, Engines, Trailers/Sidecars and Animals the weed lives are as follows:

- **LOS**  
6 weeks (unconfirmed)  
6 years (confirmed)
- **FOU**  
1 year (cannot be confirmed)
- **LOS/FOU PAIR**  
6 weeks after pairing

For Marine and Firearms the weed lives are as follows:

- **LOS**  
6 weeks (unconfirmed)  
10 years (confirmed)
- **FOU**  
1 year (cannot be confirmed)
- **LOS/FOU PAIR**  
4 weeks after pairing

## 7.3. Weeding Procedures

Reports are weeded by the computer system when they have exceeded their report life, as listed above. Notification of imminent weeding is sent to forces owning reports four weeks prior to the normal expiry date.

## 8. OTHER FACILITIES

### 8.1. On-line Descriptive Searching

The facility exists for individual forces to carry out descriptive searches, nationally or locally, on the Property application. As with VODS, this provides the advantage of being able to conduct investigations when it is impossible or impractical to obtain a serial number for a standard #PE enquiry. Up to five different Force Station Codes may be used in any one search, for such purposes as analysing crime patterns and auditing file contents.

Two transaction codes are used in the process and both are formatted.

#### 8.1.1. #PS - Property Search

- Every search completed using #PS is given a system generated search reference number allowing the results of the search to be retrieved at a later date and used in a further search. The first screen response for #PS is an option to enter an existing search reference number, which allows the user to modify the input parameters to search further. If valid the original search parameters will be returned for amendment and the subsequent search will attempt to match against only the responses from the original search.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 3</span>

Ignore this screen if the search is either a sole or initial search in a series. A second format listing the six property types is then presented. A selection can be made of the property type to be searched upon. This will produce a tailored screen with fields, as outlined:

- **01 Plant**

Plant Type, Make, Model, Colour, Owing Force (up to five), Match Against Unknown Values (Y/N) and Match Against Engines (Y/N)

- **02 Engines**

Make, Model, Colour (2), Owing Force (up to five) and Match Against Unknown Values (Y/N)

- **03 Trailers**

Trailer Type, Make, Model, Colour (2), Owing Force (up to five) and Match Against Unknown Values (Y/N)

- **04 Animals**

Species, Non Standard Species, Mark Type, Company, Colour, Owing Force (up to five) and Match Against Unknown Values (Y/N).

- **05 Marine**

Marine Type, Craft Name, Length Range, Length Format, Make, Model, Colour (2), Owing Force (up to five) and Match Against Unknown Values (Y/N)

- **06 Firearms**

Weapon Type, Make, Model, Owing Force (up to five) and Match Against Unknown Values (Y/N)

Once the format for the search details has been completed and entered into the system, a search reference number will be generated. If the search is to be part of a series then this reference number will be required for further searches and is input on the first screen of each subsequent search in the series. Use of this number will produce the tailored screen with relevant data already in the respective fields for the search to proceed further.

#### 8.1.2. #PM - Property Search Monitor

#PM is used to view the progress of the search. It will produce a list of all the searches carried out by the operator since the previous Sunday. The searches are listed chronologically, with the most recent at the top of the list, and the number of items retrieved is shown. If the number does not exceed 100 then the results can be viewed on screen. If the result of the search exceeds 100 items then the print option must be selected in order to view the results. The selection of this print option will produce a further format, requiring more precise details for printing to be chosen. All search details are auto-weeded at 0130 on Monday of each week; searches carried out on a Sunday will weed eight days later rather than the next day. The results produced in the searches include:

- **01 Plant**      PROPID, Item Type, Make, Colour
- **02 Engines**    PROPID, Item Type, Capacity, Make, Model
- **03 Trailers**    PROPID, Item Type, Make, Colour
- **04 Animals**    PROPID, Species, Mark, Company, Colour
- **05 Marine**     PROPID, Item Type, Make, Name

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 3

- **06 Firearms** PROPID, Item Type, Make, Model

**9. DATA PROTECTION - ACCURACY AND RELEVANCE OF PNC INFORMATION**

Forces are required to carry out formal checking and authorisation procedures before entries are made on the application, or within a reasonable period thereafter, to ensure that records and reports are as accurate as sources permit. Lists of every Property application record owned by a force are sent to authorised officers on demand (see Chapter 7, section 2.11). These will be forwarded to Liaison Officers to ensure the maintenance of accurate and relevant information. **Force procedures MUST exist to ensure that reports are removed from the application when they cease to be relevant.**

The most expensive items of stolen property that may be recorded on PNC will generally be in the plant category. It is therefore vital that when such items are reported stolen to police, and a crime report has been recorded, that a PNC stolen property report is also created. If the item is not CESAR registered, accurate details may still be available from the Plant & Agricultural National Intelligence Unit (PANIU).

PANIU is funded partly by insurance companies, who benefit from a reduction in plant theft and an increase in recoveries. Complete and accurate recording of stolen plant items will improve the prospects of this, and PANIU will notify the nominated contact point within forces if they find basic errors in PNC reports. They are also willing to share intelligence and advice regarding plant theft (see PNC L/O Letter 2009/037).



<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 3

**APPENDIX 1 – PLANT TYPES**

<b>INPUT</b>	<b>DESCRIPTION</b>
AGRIMACH	Agricultural Machine (see Hybrid Property, section 1.4)
ASPHALTER	
BOWSER	
BREAKER	
BUCKET	
BUTWELD	Butt-welder
CHASMACH	Chasing Machine
CHIPSPDR	Chip Spreader
CHOPSAW	Chop Saw
CLAYDIG	Claydigger (a form of breaker)
COMPRESS	Air Compressor
CONMIX	Concrete Mixer
CONPUMP	Concrete Pump
CRANE	
CUTTER	
DEHUMID	Dehumidifier
DIGGER	
DISCUTR	Disc Cutter
DOZER	Bulldozer (complete non-adaptable powered unit)
DOZERAT	Bulldozer attachment
DRIER	
DRILL **	
DUMPER	
EXCATT	Excavator Attachment
EXCAVATOR	Excavator (complete non-adaptable powered unit)
FORKLIFT	Fork Lift Truck

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 3

<b>INPUT</b>	<b>DESCRIPTION</b>
GENERATOR	
GRAB	
GRADER	
GRINDER	Grinder
HAMMER	
HEATER **	
HOIST	
HYDRALOAD	Hydraulic Loader
HYDRAPAC	Hydraulic Power Pack
HYDROJET	
JACKHAMMR	Jack Hammer
JETMACH	Jetting Machine
JETTER	
LIFTRUCK	Lift Truck
LIGHTSET	Lighting Set
LOADER	Loader (complete non-adaptable powered unit)
LOADERAT	Loader attachment
MASONSAW	Masonry Saw
MOBWELD	Mobile Welder
MOLE	
MOWER	
NIBBLER	
PALTRUCK	Pallet Truck
PAVER	
PILED RAT	Piledriver Attachment
PILED RIVR	Pile Driving Hammer
PLANER	
PLATFORM	

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 3

<b>INPUT</b>	<b>DESCRIPTION</b>
PLATLIFT	Platform Lift
POWBARROW	Power Barrow
POWTROWEL	Power Trowel
PRESSCLNR	Pressure Cleaner
PULVERIZR	Pulverizer
PUMP **	
RIPPER	Ripper (complete non-adaptable powered unit)
RIPPERAT	Ripper attachment
ROLLER	Roller (not garden equipment)
ROTFLOAT	Rotary Float
SAW **	Power Saw
SAWBENCH	Saw Bench
SCABMACH	Scabbing Machine
SCRAPER	Scraper (complete non-adaptable powered unit)
SCRAPERAT	Scraper Attachment
SCREEDER	
SHEARS	
SHOTBLAST	Shot Blaster
SKIDSTEER	Skid Steer
SPRAYER	
SURVEQUIP	Surveying Equipment
SWEEPER	
TELEHANDL	Telescopic Handler
THEODOLIT	Theodolite
TOWRCRANE	Tower Crane
TRACTOR	
TRANSFORM	Transformer

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 3

<b>INPUT</b>	<b>DESCRIPTION</b>
TRENCHAT	Trench Digging Attachment
TRENCHER	Trench Digger (complete non-adaptable powered unit)
VIBRATOR	Vibrating Compactor, Poker or Tamper
WASHER	
WELDER	
WINCH	

**\*\* Ensure that the item complies with the definition of Plant. The item should NOT be of a hand held type unless it is uncommon, valuable or specialised and, because of this, would be successfully identified from the Property file.**

N.B. The following items are currently valid Plant Types, but are in fact Manufacturer names. The use of these categories is therefore not recommended as their withdrawal is being considered (see PNC L/O Letter 2008/050).

BOBCAT

RAMMER

WACKER

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 3

**NOTES**

## **CHAPTER 4 - BROADCAST APPLICATION**

### **1. OVERVIEW OF THE APPLICATION**

The Broadcast application enables forces to send messages from PNC terminals to predetermined sets of printers at specified destination forces. Notification of broadcast messages is sent to terminals, associated to the specified printers, in the destination forces. The primary purpose of the Broadcast application is for the transmission of information in support of operational policing. Broadcasts should not generally be used for administrative purposes. Alternative methods of communicating the information for this type of circulation should be used wherever possible. Forces are required to nominate a number of printers as receiving terminals. At least one of the printers must be in a location that is staffed 24 hours per day. Messages are classified according to their urgency (Express, Priority and Routine) for distribution to forces, selected regions and selected port groups.

#### **1.1. Message Addresses**

Messages are addressed by specifying individual force codes and/or group destination codes. The system does not allow messages to be sent to less than two forces. The application supports three types of broadcast message format - a standard broadcast format, and standard format with additional fields to describe either 1 or 2 persons. Messages are stored on the system for 24 hours after creation and are retrievable from PNC terminals.

#### **1.2. Creating Broadcast Message (#BN)**

#BN enables system users to create and send broadcast messages. The following details must be input to create the message:

- Message class
- Number of persons described in the broadcast
- The originator's Force Station Code
- The destination list (made up of a number of force destination codes and/or broadcast group destination codes)
- Message text
- Officer dealing
- Telephone number
- Authorising officer
- Local reference (optional)
- Force reference

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 4</span>

### 1.3. Person in Broadcast Circulation

When a person is circulated in a broadcast, the following details should also be included, where possible:

- Name (see note below)
- PNCID of person
- Date of birth
- Sex
- Colour
- Height
- Description

N.B. To avoid any possible ambiguity as to name order the normal PNC convention is highly recommended of SURNAME/FORENAME. In addition the Surname should be double-spaced for emphasis. This applies particularly to foreign names and those that could be a surname or forename, for example H E N R Y/PAUL or P A U L/HENRY.

### 1.4. Message Length

Maximum message length is six pages. When the first screen of information has been completed, pressing SEND will display a second and subsequent blank page for continuation of text up to the maximum. When the message is complete, on whichever page that may be, the input of 'Y' in the SEND BROADCAST field will initiate transmission of the message to its destinations.

### 1.5. Message Content

**It is important that broadcast messages are kept as concise as possible since messages of excessive length can cause severe difficulties in receiving forces.**

Originators of broadcast messages must take care to avoid terms which may be considered racist, sexist or abusive. Any abbreviations used must be in general police use throughout the country and the attention of users is drawn to the standard list of abbreviations for police related activities defined by ACPO (see Chapter 1, Appendix 1).

### 1.6. Named Persons Fields

All 'person' fields are optional, but any input in the PNCID, Sex, Colour and Height fields is validated, to ensure it is in the correct format required by the Names applications. A maximum of two persons can be described in these fields on each message.

## 2. SYSTEM RESPONSES

The system assigns a Broadcast Number to the message that is in the form of the originator's force/station code, followed by the date and time of the message, e.g. 42HQ/30MAR07/1055. If two messages are sent simultaneously from the same force/station, the system will give them originating times that are one minute apart in order to keep them unique. The broadcast is transmitted to the destination forces' broadcast printers, plus the broadcast printers of the originating force. A one-line notification message containing the broadcast number is transmitted to the terminals that drive the destination printers, as a safeguard against the printer being off-line. The originating terminal is sent a message containing the broadcast number, confirming that the broadcast has been transmitted. The broadcast message is stored for 24 hours to enable enquiries to take place against it.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 4</span>

**3. BROADCAST RETRIEVALS AND ENQUIRIES****3.1. Broadcast Message Enquiry (#BE)**

This transaction enables forces to retrieve details of a broadcast message. Copies of messages are only retained for 24 hours. The input required to retrieve a broadcast is the enquiry Broadcast Number. In response to an enquiry the system will output the full broadcast message details with an option available to produce hardcopy output to a local printer device.

**3.2. Acknowledge Receipt of Broadcast Message (#BA)**

This transaction allows an operator to acknowledge the receipt of one or more broadcast messages. A menu is displayed containing a list of unacknowledged broadcasts sent to the force within the last 24 hours. The user marks those broadcasts that are to be acknowledged. Broadcast recipients are expected to acknowledge receipt within 10 minutes of a broadcast being sent.

**3.3. Broadcast Receipt Message**

This process alerts the broadcast message originator if any destination forces have not acknowledged receipt of the broadcast and when all destinations have acknowledged receipt. Broadcast Receipt notification messages (containing the Broadcast Number) are sent to the originating terminal and the originating force broadcast terminals. A Broadcast Receipt Message is automatically sent:

- within 10 minutes of transmission of the broadcast, stating that all the specified destinations have acknowledged receipt

OR

- at 10 minutes, listing the destination forces that have not acknowledged receipt

A second Broadcast Receipt Message is automatically sent when the last outstanding acknowledgement is received.

**3.4. Broadcast Receipt Enquiry (#BR)**

This process enables the retrieval of details of the receipt status of a broadcast message. The input required is a Broadcast Number. The response to an enquiry will be a statement that all forces have acknowledged receipt of the message, or a list giving the abbreviated force names of any forces that have not acknowledged receipt. A print option is available.

**3.5. Force Broadcast Terminals Enquiry**

This process provides Service Desk staff with details of a force's broadcast terminals in response to input of a force code. The system response will be a list of the broadcast printers and terminals for the specified force.

**3.6. Amendment Facilities****3.6.1. Change Broadcast Minimum Destination Value (on-line)**

This process allows the Service Desk to amend the minimum number of forces to which a broadcast may be sent. The normal minimum number of forces is two, however this minimum may be amended to any number.

**3.6.2. Amend Force Broadcast Terminals (on-line)**

This process allows a force's list of broadcast printers and terminals that drive the printers to be amended. Update requests from forces will be co-ordinated and entered on the system by Service Desk staff.



<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 4</span>
--

Input required is a force code. The system outputs a list of the force broadcast printers and terminals, which can be added to or deleted from the list.

### 3.6.3. Delete Broadcast Message (Batch)

The system deletes Broadcast Messages 24 hours after they have been created.

## 4. TRAINING FACILITIES

There is a Broadcast training facility available on the TRAINING application. All terminals have access to the training file that is separate from the live file and does not contain live data. The Broadcast training facility behaves in the same way as the live system, except for the following:

- Users must ensure that the word TRAINING appears in line 1 of all output messages.
- Broadcasts may be specified to the same destinations as on the live system, but are not actually transmitted. However, the broadcast receipt status is set to indicate successful receipt by all destinations.
- A special training destination code, TRFAIL, is available which, if used with other destination codes, sets the broadcast receipt status to indicate that the broadcast has not been acknowledged by any of the destinations forces.
- No Broadcast Receipt Message is sent to the originating force's broadcast printers or terminals. However, the Broadcast Receipt notification message is sent to the originating terminal within 3 minutes (rather than 10 minutes) of broadcast initiation.
- The broadcast acknowledgement transaction generates a random list of fictitious unacknowledged broadcasts, which the user may acknowledge.

## 5. PNC BROADCAST SCHEME RULES

### 5.1. Classification of Messages

There are three message classifications:

CLASSIFICATION	DEFINITION	CIRCULATION
EXPRESS	Important message requiring immediate circulation to all forces and requires immediate action by the recipient.	All Forces <b>N.B. Must only be used in exceptional cases.</b>
PRIORITY	Important message requiring immediate circulation to all forces, but <b>DOES NOT</b> necessarily require immediate action by recipient.	All Forces <b>N.B. Must only be used in exceptional cases.</b>
ROUTINE	Important information which is not urgent and requires circulation to more than one other force.	To selected regions, groups or All Forces, outlined by #QB on the system.

CLASSIFICATION	MINIMUM LEVEL OF AUTHORISATION
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<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 4</span>
--

EXPRESS	Force Authorised Officer (usually Superintendent)
PRIORITY	Force Authorised Officer (OIC of Control Room)
ROUTINE	Force Authorised Officer (OIC of Control Room)

**N.B. Any message that contains a request for blanket enquiries to be carried out must be authorised by Assistant Chief Constable or above.** These are defined as enquiries at hotels and guest houses, dry cleaners and laundries for blood-stained clothing and dealers for specific types of property.

### 5.2. Security

All information in Broadcast messages is confidential to the police and must not be divulged to the public or press by receiving forces. Any question about whether the information or any part of it should be divulged to the press should be directed to the force originating the message. As a general rule, messages should not be passed over the radio. However, if appropriate to do so discretion must be used.

### 5.3. Control

It is essential that strict control be exercised by Chief Officers to ensure that messages originated and circulated by their force comply with the rules and spirit of the scheme. All messages must be properly authorised and the authorising officer should consider whether the content and requirements of the message are an appropriate use of this facility. The decision as to what matter should be circulated and the extent of circulation is left to the discretion of each 'Authorising Officer'.

### 5.4. Circulation of Port Warnings

The National Ports Office is responsible for the administration and co-ordination of the National Ports Scheme. One of the main functions of the National Ports Office is the distribution of information to ports, including requests for various kinds of police action. Prior to sending a Broadcast message to a destination of ALL PORTS or specified PORT GROUPS, the National Ports Office should be contacted as they will provide advice on the most suitable port groups for your broadcast and the level of detail to be included. For example, it is more appropriate to notify western seaports about stolen heavy plant and to exclude all airports. Concise details about possible ports of embarkation, destination, types of travel, time of movements etc are preferable to lengthy descriptions. The National Ports Office telephone number is:



N.B. In every case of Port Warning circulation, a copy is automatically sent to the National Ports Office in addition to any other addressee. This requirement is included in the port group codes shown in the Combined Directory.

### 5.5. Fall Back Procedure

If the Broadcast facility were unavailable for a lengthy period due to a major breakdown at the Hendon Data Centre, forces should circulate EXPRESS messages by email or fax. In the event of a localised loss of the facility, and where circumstances warrant it, consideration should be given to seeking the assistance of a neighbouring force in the circulation of important messages.

NPIA maintains a list of email addresses in each force to which notifications of unexpected interruptions to the PNC service can be communicated. Any additions or deletions should be sent to the Service Desk.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 4</span>

**5.6. Extent of Circulation**

The originator of a Broadcast message will decide the extent of the circulation. It is important to bear in mind that indiscriminate circulation of messages to all forces or ports can cause waste of time and staff resources, and could eventually defeat the purpose of the scheme. Countrywide circulation should be reserved for the rare occasions that really call for every police force or port to be notified.

**5.7. Circulation within Forces**

The circulation of EXPRESS, PRIORITY and ROUTINE messages within the area of a receiving force is a matter for the discretion of the Chief Officer concerned. In the case of 'PORT WARNINGS' those sea and air ports, as shown in the PNC Directory (Destination Group Codes), must always receive the message. PORT WARNING messages seldom warrant force-wide circulation, and careful consideration should be given as to whether or not such messages require circulation beyond those port offices for which the information is intended.

**5.8. Message Length**

In compiling messages for circulation, brevity is essential to efficiency; general wording, action required and any other requests should be clear and concise. A broadcast message should normally be limited to one page. Should it be absolutely necessary to exceed this, a further five pages are available.

**5.9. Details of Offence**

Where a message concerns the commission of an offence, the type of crime must always be clearly indicated with sufficient information included in order to make a **lawful** arrest. Further detail of a crime **may** be included in a broadcast message if it is thought that it may assist in the apprehension or questioning of a suspect. **However**, such information should not be included merely as a matter of course and consideration should always be given to its publication in appropriate Police publications.

**5.10. Suspected Offenders**

In matters of crime, it is essential in appropriate cases where suspects or offenders are circulated firstly to enter details of person(s) on the PNC Names application, and to include in the text of the message sent under this scheme the following additional details:

- PNCID number
- whether or not a warrant has been issued
- the name, station, telephone number of the officer in the case
- the surname of the subject should be made clear by entering the surnames prior to any forenames and by inserting an oblique stroke between the surname and the first forename, e.g. SMITH/JOHN PETER
- the sex of the subject

Port Warnings should contain full personal details of person(s) wanted, together with passport numbers, nationality etc., and as full a description as possible.

**5.11. Stolen Motor Vehicles or Plant**

Where details of stolen motor vehicles or plant (including machinery and marine engines) are circulated, the details must first be entered on the Vehicles or Property application. The words 'ENTERED ON VEHICLES (OR PROPERTY) APPLICATION' should be included in the text of the broadcast message.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 4

**5.12. Stolen Property**

Long lists of stolen property, particularly when it is not readily or easily identifiable, should not be circulated via PNC broadcasts.

**5.13. Cross References and Cancellations**

For the purpose of cross-references and cancellations, it is essential that originating forces use a uniform date/time stamp reference. Therefore the Force Code, Date and Time, taken from the original message must be quoted when subsequent messages or cancellations are circulated. The computer generated Broadcast Number **MUST** be used as the means of message identification. Subsequent messages and cancellations of messages must be promptly circulated under the same classification heading as the original message.

**5.14. Monitoring**

NPIA has responsibility for monitoring the use of the PNC Broadcast system and, from time to time, makes such enquiries as may be necessary to ensure that the rules are complied with and the system is operating efficiently.

Any changes or proposed changes in routing or PNC terminal designations should be notified to the Service Desk, who are responsible for amendments to the Directory Tables application.

**5.15. Operation Whittle**

In the run-up to the London Olympic Games regular testing of Operation Whittle is taking place. This includes the use of PNC Broadcasts on behalf of ACPO TAM (Terrorism and Allied Matters) to notify all police forces of the approach of a rogue aircraft. Such test broadcasts should be acknowledged promptly, and in a live situation should be brought to the immediate attention of the Force Duty Officer in the force Communications Centre for actioning. For further details see PNC L/O Letter 2011/020.

**5.16. Child Rescue Alerts**

The Child Rescue Alert Activation Protocol is a partnership between the police service, the media and the public to publicise the disappearance of abducted children in order to help locate and bring them to safety. Part of the protocol includes the use of PNC Broadcasts to inform other forces that CRA is being considered and to prepare them for NMAT (National Mutual Aid Telephony); to announce the launch of a CRA, which includes the contact telephone numbers in the investigating force; for cancellation of the CRA. For further details see PNC L/O Letter 2011/015.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 4

**NOTES**

## **CHAPTER 5 - COMBINED DIRECTORY**

### **1. PURPOSE**

The Combined Directory is provided to enable forces to employ and interpret the codes and interrogate the tables used in the PNC system. The system provides a computerised directory containing details of:

- Force Codes, names, addresses and enquiry point details
- Force/Station Codes, names, addresses and enquiry point details
- Broadcast Destination Groups descriptions and membership
- Court Code, type, name and police force area
- Addresses and Postcodes, and Post Centre towns and codes

The directory is accessible to all PNC users and the system provides retrieval and update facilities as described in the following sections.

### **2. INFORMATION RETRIEVAL**

The system provides a number of tables of information available to all users.

#### **2.1. Address and Postcode Enquiry (#QA)**

This code provides a central index for UK addresses and postcodes, based on Royal Mail data and updated monthly. Note that once the PNC entry has been updated following a change of postcode, the historic code will not be retained on the PNC table. The input may either comprise up to five address lines (up to 32 characters each) or a full postcode. An address search returns any matching record(s), with the option to select and display the full address and postcode of individual records. A postcode search returns a list of all addresses matching the postcode.

Tips for effective use of #QA:

- Spelling is critical as searches are on exact match only.
- County names are ignored.
- Addresses that look like buildings or organisations (e.g. ST JOHNS) may be difficult to find, so try different variations if the initial search doesn't locate the required record. These may include a full stop after 'ST', an apostrophe before a final S (e.g. ST LEONARD'S) and separating the last two words with **two** spaces instead of one.
- The thoroughfare type (e.g. Street) may be omitted, except where the last word of the thoroughfare name is also a type (e.g. Golders Green Road). Abbreviations (e.g. RD) may be used, and in some cases must be used due to the way Royal Mail have created the data.
- Searching for an organisation with hundreds of locations (e.g. Post Office, Barclays Bank) is not advised, as the search finds all matching locations nationally before reducing the list to the town specified. It will be far quicker to specify the relevant street and town to obtain the postcode for such an organisation.
- Searching for company names can be tricky as an exact match is required (e.g. 'ICELAND FOODS PLC; CORBY' works but other variations do not); as above, specifying the relevant street and town is advised even for companies with a small number of locations.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 5
-----------

## 2.2. Broadcast Group Enquiry (#QB)

This code provides information relating to Broadcast Groups. The input is a Broadcast Group name.

The system responds with a description of that group and a list, in force code order, of its constituent forces. A further facility is provided to list all the groups alphabetically. It is possible to page through the list in both directions and to select a particular group for display of its contents. If a line of full stops follows the text this indicates that there is more information held regarding that particular group.

## 2.3. Court Enquiry (#QC)

This code provides information relating to courts. The required input is a Force Code, Court Code or a Court Name, which may be truncated using '\*'. In response to a court code enquiry the system outputs:

- the local force code and name
- court name, address, telephone and fax number
- abbreviated court name
- all courts at that site, with codes and type

In response to a Force Code enquiry the system outputs a list of all the courts within the specified force area. It is possible to page through the list in both directions and to select a particular group for display of its contents.

## 2.4. Force Detail Enquiry (#QF)

This process provides on-line access to force information. Input required is a Force Code, or Force Name, which may be abbreviated using an asterisk (\*). 'L\*' will display all forces beginning with an 'L'. In response to the force selected the system will provide:

- full Force Name
- abbreviated Force Name (used in Broadcast receipt messages)
- address
- Hays DX number (if applicable), telephone and fax numbers, comments

A further facility is provided to list all Force Codes and names in either Force Code or alphabetical order in a summary screen format. It is possible to page through the list in both directions and to select a particular entry for display of the full details.

## 2.5. Names Reference Table Enquiry (#QN)

This code provides tables of valid entries used in various parts of the Names Application, consisting of the following choices:

- DI            Disposal Type
- DQ            Disposal Qualifier
- IN            Institutions/Prisons
- LA            Local Authorities
- MO            MO Keywords
- MS            Mark/Scar Keywords

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 5</span>

- NT            Nationality
- OC            Occupation
- PC            Passport – Country of Issue
- RR            Reason for Release
- WM            Wanted/Missing Order Qualifiers

Having selected one of the above two-digit codes, the input in most cases comprises a numerical code, or a character string occurring either at the start of the text or anywhere in the text. No numerical codes apply in the Occupation category or the MO Keywords category, in which input of one of the nine MO sub-types must be made before the text search takes place. Input in the Mark/Scar Keywords category comprises one of the following four-character strings: LACK, MARK, PECU, PRCD, SCAR or TATT.

### **2.6. Offence Code Enquiry (#QO)**

This code provides definitions of current and historic offence codes in six geographical areas, namely England & Wales, Scotland, Northern Ireland, Guernsey, Jersey and the Isle of Man. Input may consist of between one and four levels of an ACPO Offence Code, or the CCCJS Offence Code, or the Statute Title, Year and Section, or the Statute Code and Section.

### **2.7. Post Centre Enquiry (#QP)**

This code provides access to information relating to Postcodes. The input required is a Post Centre code. In response the system outputs the Post Centre town. A further facility is provided to display the full list of Post Centre codes in alphabetical order giving the associated Post Towns.

### **2.8. Force/Station Detail Enquiry (#QS)**

This process provides on-line access to Force/Station information. Input required is a Force/Station Code, or Station Name, which can be truncated by using '\*' as outlined in section 2.4.

In response the system will provide the following details held for that Force/Station:

- Force Name and Station Name
- address
- telephone and fax numbers, email address and comments
- Enquiry Code (an alternative Force/Station Code that will deal with enquiries if that station is unmanned)

If a two-digit Force Code is input the contact details of the organisation's PNC Liaison Officer will be displayed.

A further facility is provided to list all Force/Station Codes and Names within a specified force or division in Force/Station Code order, or a specified station name in a summary screen format. It is possible to page through the list in both directions and to select a particular entry for display of the full details.



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 5</span>

**3. UPDATES****3.1. Force and Force/Station Details (#QU)**

This process allows NPIA staff, and certain other users, to amend details of Force/Station entries in the directory.

NPIA staff can create or delete entries and have the capability to amend all details relating to Force/Station entries.

Police staff can input updates relating to entries for their own Force/Stations, viewable via #QS. They may amend address, telephone number and email details but cannot add, amend or delete any Force/Station codes on-line. Updates to the Force code information, viewable via #QF, can only be made by NPIA staff.

**3.2. Daily Activity File Reports (#QV)**

This transaction allows forces to specify their own requirements for Daily Activity File (DAF) reports and to carry out on-line Names verification. The #QV transaction is restricted to those personnel in forces who perform a monitoring or auditing function. For full details see Chapter 20 and Appendix 6.

**4. FACILITIES AVAILABLE TO NPIA STAFF****4.1. Broadcast Destination Groups**

This process allows Broadcast Destination Groups to be amended or deleted. Updates will originate from forces but the actual change can only be entered on to the system by NPIA staff.

The initial input to the process is a Broadcast Destination Group name.

If an entry is found in the directory under that name the system outputs a list of the component force codes of that group. Forces can then be added and deleted from the list. When the description is deleted from a group the group is also deleted.

If no entry is found for the group name input, the system asks if a new group should be created. If the answer is 'YES' the system will request a brief description of the group and the list of constituent forces.

**4.2. Court Codes**

This process enables NPIA staff to create or amend court definitions. The initial input to the process is a force code, which then generates a list of all court codes in the force for amendment. Once a court has been selected, court codes can be added/amended/ deleted. The site will be deleted if all court codes at that site are deleted. These codes are updated at the request of the Department of Constitutional Affairs.

**4.3. Post Centre Codes**

This process enables NPIA staff to create or delete entries relating to post centres. The initial input to the process is a post centre code. If an entry in the directory matches the code then the operator is asked whether the code should be deleted.

If the answer is yes the entry will be removed.

If no entry is found then the system requests the name of the post centre in order to create a new entry.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 5

**NOTES**

## **CHAPTER 6 - TRANSACTION LOGGING**

### **1. INTRODUCTION**

The PNC maintains an on-line Transaction Log file containing a record of each transaction processed during the preceding period of up to twelve months. On-line and batch enquiry (off-line) facilities are provided to retrieve records using permissible combinations of the following search parameters:

- Date/Time range
- User-ID, Terminal ID or Originator (local level only)
- Transaction input data (national level)

### **2. INFORMATION RECORDED ON THE TRANSACTION LOG**

Transaction Log records are automatically created by each PNC application transaction, using transaction input data that has been validated and accepted for processing. Records are also created to identify each user log-on. Each record contains the following information:

- **Date/time**  
Date and time when the log record was created.
- **Terminal-ID**  
The terminal that initiated the transaction.
- **User-ID**  
User-ID of the operator entering the transaction. For SRG terminals this may represent a group of users.
- **Transaction Number**  
Allocated by the system. This comprises a two-character transaction code, a two-digit user log-on count, and a four-digit transaction count that is reset for each user log-on.
- **Originator**  
As entered in the transaction initiation screen.
- **Reason Code**  
As entered in the transaction initiation screen.
- **Printer Flag**  
As entered in the transaction initiation screen. Indicates whether output was directed to a local printer.
- **Transaction Code**  
As entered in the transaction initiation screen or as logged by application interfaces.
- **Input Data**  
The validated primary and secondary transaction input data.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 6
----------------------------------	-----------

Examples of primary input data are PNCID, CRO Number, Surname/Forename, Surname/\*, VRM number. Secondary input data comprises the remaining transaction parameters such as Age, Sex, Colour, Height, Checkname, Force/Station Code etc.

Some transactions may give rise to more than one Transaction Log record. Transactions such as QUEST (#QE and #QH) and the partial VRM enquiry (#VP) provide a facility for the user to perform an enquiry using an initial set of input parameters, and then to amend the input parameters and carry out another enquiry from within the same transaction. Each actual enquiry done after amending parameters will be shown on the Transaction Log as though it were a new transaction, but they will all show the same transaction number.

An entry will also be created when a print (PR page) is conducted via the Names Enquiry transaction (#NE), Vehicle Enquiry (#VE) or Multiple Vehicle Enquiry (#VM) to indicate the recipient typed in the initiation process and confirmed the print request. Other vehicle transactions that behave the same way are #VC, #VH, #VP and #VR.

### 3. RETRIEVALS – ON-LINE TRANSACTION LOG SEARCH (#TE)

There are two levels of retrieval available for this transaction code, each allowing a maximum of 100 records to be retrieved. They are termed BASE level and FULL level access.

#### 3.1. Base Level

Unless requests are received for full level transaction log capability, the base level transaction will be allocated. The transaction is accessed by using the code #TE. A format is displayed, allowing the input of a date/time range (up to a maximum of 8 hours prior to the time of the enquiry).

- **Directly Connected Terminal (DCT) Responses**

Will include only those transactions carried out by the User-ID of the operator carrying out the #TE.

- **STIF Replacement Gateway (SRG) Responses**

Will include all transactions carried out by all users within the same user group as the operator carrying out the #TE.

#### 3.2. Full Level

Full level access is not generally available. If you require full level access, contact your PNC supervisor. For reasons of security and because of resource implications, this transaction will only be made available to a restricted set of users within each force. Full level differs from base level in that it provides on-line access to records of transactions performed during the preceding 12 months. It is also accessed by use of the code #TE. A format is displayed requiring input in one or more of the following fields:

- **Date - Mandatory**

Start date and end dates are mandatory.

- **Time - Optional**

Although start and end times are optional they should be specified wherever possible, as this will reduce the response time. If there is no input the start time defaults to 0000 hours and end time defaults to 2359 hours, unless the end date is the current date, in which case the end time defaults to the time the transaction is carried out.

In addition to the Date/Time range one (and only one) of the following four search parameters must be selected:

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 6
-----------

- **User-ID - Optional**

A single User-ID belonging to the enquirer's force may be specified or all users within the enquirer's force may be requested, e.g. 25HEN01 or an asterisk (\*) for the whole force.

- **Terminal-Id - Optional**

Any single terminal belonging to the enquirer's force may be specified. The terminal may be connected directly to PNC, or via a STIF Replacement Gateway (SRG).

- **Originator Character String - Optional**

Any character string, up to a maximum length of 20 characters, may be specified. Within the time range the system will scan all transactions performed by the enquirer's force for an occurrence of the specified string anywhere within the Originator field. Because this form of search accesses a large number of records the time range is limited to 12-hour periods. If the enquirer wishes to search the full 12-month retention period it will have to be done in 12-hour segments. Operators must always put as much information as possible within this field.

Example of character string search:

An entry in the originator field of PC 6712 EVANS, HIGH STREET, DURHAM would be identified by searching with

PC 6712

or EVANS

or HIGH STREET

or DURHAM

Note that the Originator character string search is normally restricted to the enquirer's force except for the Metropolitan Police Service, where enquiries by an 01 operator will also return 02 entries and vice versa.

- **Primary Input Data - Optional**

This is the only search parameter that will access transaction records created by ALL forces. It will only search upon a single Primary Input Data value. The following are examples of Primary Input Data:

- VIN or VRM (see footnote)
- BROADCAST NUMBER
- PROPID
- PROPERTY NUMBER
- SURNAME/FORENAME or SURNAME/\*
- PNCID or CRO NUMBER
- A/S NUMBER
- DRIVER NUMBER
- POSTCODE (#DL, #TE and #VF only)

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 6
-----------

N.B. The standard VRM used as an automatic heartbeat check for fast-track ANPR systems, Q111QQQ, is not logged in the Transaction Log. No other VRM should be used for this purpose (see PNC L/O Letter 2008/028) and any that have been should not be searched via #TE.

### 3.3. Method of Searching

The facility logs the input data in the same form that the data is displayed by the application, e.g. as the Vehicles application strips out embedded spaces before displaying VRM details it also strips out embedded spaces from the input VRM before writing it to the Transaction Log.

Primary Input Data will **only search upon** exact information. Operators should not input VRMs with spaces between characters. Spaces within input data are, however, significant for some transactions. The Transaction Log does not strip spaces out of Property transactions, so to achieve a match between the input on the 'PRIMARY INPUT DATA' field and that which was quoted in the enquiry the embedded spaces must match exactly. Spaces are also important in Names transactions, e.g. use of the surname 'LE RUE' in that application will not be located by a #TE input of 'LERUE'

### 3.4. Names Searches using 'Wild Card' Facility

The use of a 'wild card' facility also enables searches to be carried out when the exact values of the original input data for a Names search are not known. The minimum entry is surname, followed by forward slash and asterisk.

For example, STATTER/\* will find:

STATTER/ADAM  
STATTER/IAN  
STATTER/JOHN  
STATTER/PHILLIP  
STATTER/... etc.

It will not find:

STATT/ADAM

Where further details such as initials or forenames originally entered are also known and an operator wishes to reduce the number of hits, these details may also be included.

For example, STATTER/J\* will find:

STATTER/J  
STATTER/JOHN  
STATTER/JOHAN

It will not find:

STATTER/ADAM  
STATTER/IAN  
STATTER/PHILLIP

STATTER/JOH\* will find:

STATTER/JOHN

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 6
-----------

STATTER/JOHAN

STATTER/JOH

But not:

STATTER/JONATHON

STATTER/JEREMY

### 3.5. Count Only

If the COUNT ONLY field is set to 'N', details of all transactions that match the search parameters are displayed at the terminal in date/time order, with paging. A maximum of 100 responses is allowed. If an enquiry retrieves more than this number a message is displayed, stating the search date/time at which the maximum number was exceeded, and the user is given the option either to amend the search parameters or to abandon the transaction. Entry of 'Y' in this Count Only field will result in a count being displayed at the top of the current screen showing the total number of entries retrieved. When the count exceeds 100, it may be of assistance to operators, indicating how many searches will be necessary to display all the required information, or allowing them to alter the search parameters to obtain a more manageable number.

#### 3.5.1. On Screen Options

Options are provided on each response screen to:

- page forwards or backwards through the response list
- amend the search parameters
- initiate a new search
- direct a print of all the responses to a local printer

If no responses are found, the user is given the option either to amend the search parameters or to abandon the transaction.

#### 3.5.2. Service Desk Capability

Service Desk staff are able to retrieve Transaction Log records relating to any User-ID or Terminal-ID.

### 3.6. Interpretation of Transaction Enquiries

When a transaction is initiated it is allocated the next transaction number, but it is not until the transaction successfully validates the input data that details are written to the Transaction Log, although all activity is recorded in the Message Log. Thus 'missing' numbers may be noticed when checking through #TE; the 'missing' number simply indicates that the operator has abandoned an unsuccessful transaction. It may be that this feature could be used locally to identify training requirements if it is found that operators regularly fail to complete transactions.

There have been several recent additions to the traditional Terminal Name and Transaction Code formats in use (such as @NE to denote an Airwave Names Enquiry), which may be unfamiliar to those using the Transaction Log. Details of terminal name formats are provided in Chapter 1, section 7.2, and Appendix 5 of that chapter contains a full list of transaction codes. Note that since August 2007 updates to the Names database made via the Phoenix Force Interface have been logged in the Transaction Log.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 6

**4. TRANSACTION LOG ENQUIRY (BATCH)**

The batch enquiry facility is available to forces, via the Service Desk, and provides access to records of transactions performed during the current month and the preceding eleven months. Further details are available in Chapter 7, section 2.13, or by contacting the Service Desk on [REDACTED]



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 6

**NOTES**

## **CHAPTER 7 - BATCH PROCESSING**

### **1. LAYOUT OF THIS CHAPTER**

Batch jobs can be divided into two categories: those that may be requested by customers, and those that are scheduled to run at regular times by Computer Operations staff at Hendon. The information in this chapter is based on the content of the Batch Control Manual, and is designed to inform users about the various input and output options in order that they may make efficient use of the Batch Control System. Jobs are listed in alphabetical order of the 6-digit names by which they are known at Hendon.

#### **1.1. Batch Jobs which may be Requested by Customers on an Ad Hoc Basis**

Those batch jobs most likely to be requested by customers are described in detail in section 2 of this chapter. **Ad hoc requests must be made by an authorised officer, whose details have previously been registered with Operations** (Appendix 1 shows an example of the authorisation form).

Pre-registered authorised persons may make requests by email, or by fax when this is not possible, to the Service Desk marked for the attention of Operations.

This section excludes the following jobs that are run on a regular basis, primarily for NPIA staff, which may also be requested by customers on an ad hoc basis:

- NP270J – POSSIBLE DUPLICATE PERSONS REPORT (see section 3.8)
- NPADDR – ADDRESS STATISTICS AND DATA EXTRACT (see section 3.10)
- NPOFFP – OFFENCE TABLE PRINT (see section 3.14)
- TA400J – TABLES PRINT (see section 3.30)

#### **1.2. Batch Jobs which are run on a Regular Basis**

Scheduled batch jobs which have some direct impact on forces, e.g. because they generate output or result in records being weeded, are detailed in section 3 of this chapter. Also included, for background information, are any jobs that indirectly affect forces, e.g. the notification of Stolen Vehicles to other agencies and the daily updates to the Vehicles File transmitted by DVLA.

#### **1.3. Security Classification of Batch Output**

Batch output, whether printed on paper or generated electronically and held as a disk file on CD or any other media, is classified as **RESTRICTED** under the Government Protective Marking Scheme. The relevant procedures must be followed for the Storage, Transmission and Disposal of the output (see Chapter 1, section 12.4 for more details).

#### **1.4. Despatch of Batch Output**

Due to the 2008 Hannigan Report "Data Handling Procedures in Government", since September 2008 the majority of PNC batch output has been produced and despatched electronically, either by email or file transfer (see PNC L/O Letters 2008/082 and 2009/035). The Home Office File Transfer Hub is now operational, and consideration will be given to the possibility of using it for the electronic transfer of PNC batch output to forces.

The main exception is UT700J (MLOG search), for which paper printout must be collected from Hendon if the output is required for evidential purposes. The other category for which paper output is currently the norm is internal NPIA jobs (e.g. those that produce statistics). Unless otherwise stated, the output for the ad hoc jobs listed in section 2 is produced electronically as a CSV file and sent to the prevailing file transfer or email destination for the organisation concerned. The output for the scheduled jobs listed in section 3 is produced electronically in text based PDF format and sent to the prevailing file transfer or email address.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2. BATCH JOBS WHICH MAY BE REQUESTED AD HOC BY CUSTOMERS****2.1. ND200J - DD CHECKLIST**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ALL FORCES REQUIRED</b>	Y or Blank	Optional
<b>FORCE CODES</b>	<i>nn*</i> , <i>nnn*</i> or <i>nnnn</i>	Optional
<b>ENTER SECTION TYPE</b>	F, D or S	Mandatory
<b>ENTER SORT-BY CODE</b>	(1, 2 or 3)	Mandatory

Description

This job produces a report of records owned by all or up to 6 selected forces, as well as records belonging to the same selection of home forces.

Parameter Options**ALL FORCES REQUIRED**

This field allows you to select whether the job will output reports for all forces or for a selection of forces. It has two values:

Y: Reports will be produced for all forces. In this case, the Forces fields should be left blank.

Blank: Reports will be produced for the selected forces. In this case the Force fields cannot be blank.

**FORCE CODES**

This field allows you to select up to a maximum of 6 Force/Division/Station codes (e.g. 05, 06A, 07HQ).

**ENTER SECTION TYPE**

F = in force section

D = in force/division section

S = in force/station section

**ENTER SORT-BY CODE**

1 = Sorted by Filename

2 = Sorted by Court date

3 = Sorted by CRO No / PNCID No

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, place of birth, sex, colour, ethnic appearance, address, home force, driver number.

Disqualification details: FS reference, court name, court date, police expiry date, test required marker, dominance indicator.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.2. ND240J - DD UNCONFIRMED REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER RUN DATE IF REQUIRED</b>	<i>ddmmyyyy</i>	Mandatory
<b>ENTER OUTPUT TYPE</b>	1, 2 or 3	Mandatory
<b>ENTER FORCE CODE</b>	<i>nn*, nnn* or nnnn or blank</i>	Mandatory

Description

This job produces a list of records Unconfirmed by DVLA for all forces or a selected force, as well as producing a file for DVLA.

Parameter Options**ENTER RUN DATE IF REQUIRED**

Unconfirmed Disqualified Drivers reports created before this date will be output.

**ENTER FORCE CODE**

This field allows you to report Unconfirmed reports for one force. It must either be blank (in which case all unconfirmed reports will be output) or a Force/Division/Station code (e.g. 05, 06A, 07HQ).

**ENTER OUTPUT TYPE**

This field allows you to select whether this run will output reports for the police and a file for DVLA. The values are:

- 1 = Only the file for DVLA will be produced.
- 2 = Both reports and a file for DVLA will be produced for all forces.
- 3 = Only the reports for one force will be produced. The force code must be

entered.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, sex, colour, ethnic appearance, address, driver number.

Disqualification details: FS reference, court name, court date, police expiry date, DVLA expiry date, test required marker.

**The PNC User Manual, version 12.01**  
 For Use by Authorised Staff Only Chapter 7

**2.3. NP230J - AUDIT/FULL/MONITOR/STATS REPORT**

Parameters

<u>Parameter</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FORCE/STATION CODE(S)</b>	<i>nn*, nnn*, nnnn or ALL</i>	Mandatory (up to 5)
<b>ENTER RUN REQUIRED</b>	DD, DS, DT, IM, IP, LX, OD, WM, WS	Mandatory
<b>ENTER MARKER TYPES (IM/WS Only)</b>	<i>nn</i>	Optional (up to 5)
<b>ENTER DATES - START DATE</b> <b>- END DATE</b>	<i>dd mm yyyy</i>	Optional
<b>ENTER SORT KEYS REQUIRED</b>	<i>xxxxxxxx</i>	Mandatory (up to 3)
<b>ENTER SEX REQUIRED</b>	<i>x</i>	Optional
<b>ENTER TEXT STRINGS</b>	<i>xxxxxxxxxxxxxxxxxxxx</i>	Optional (up to 6)
<b>ENTER PRINTOUT TYPE</b>	A, F, M, S	Mandatory
 <i>FOR AUDIT PRINTS</i>		
<b>ENTER ERROR SAMPLE RATE</b>	2, 3, 4, 5, 10, 20	Mandatory
<b>ENTER ERROR CONFIDENCE LEVEL</b>	90 or 95	Mandatory

Description

This job produces AUDIT, FULL, MONITOR or STATS prints for any of the run types listed above for up to 5 Forces/Divisions/Force Station codes.

Parameter Options

ENTER FORCE/STATION CODES (Up to 5)	This field contains the number(s) of the Force/ Fce/Stn for which NP230 will generate reports eg 01*, 01C*, 01AD.
ENTER RUN REQUIRED (Monitor Print - IM, LX, OD, WS only)	This field identifies the run type required. These are: DD - Disqualified Driver Reports DS - Disq. Driver Expiry Disputes Reports DT - Disq. Till Test Passed Reports IM - Information Markers IP - Impending Prosecution Reports LX - Local Reference Reports OD - Record Other Details WM - Wanted/Missing Reports WS - Warning Signals

ENTER MARKER TYPES (IM/WS only) Enter 2 characters from below (up to 5)

**Information Markers**

AS - Asset Information Sought	BB - Breaches Bail Conditions	CD - Confirmed Dead
DP - Deportee or ERS	DR - DNA Required	FA - Fails to Appear
FL - Foreign Licence	GR - Gender Re-assigned	HD - Home Detention Curfew
LL - Life Licensee	MO - Modus Operandi	NL - No Licence
OB - Offends on Bail	OV - Offend Vulnerable Person	PP - Prolific & Priority Offender
RE - Manual Weed Review	RF - Refer to File	SO - Sex Offender
UD - Unconfirmed Dead	UN - Uses Nominal Details Of	VS - ViSOR subject

Or enter 'ALL' to print all Information Markers.

**Warning Signals**

AG - Alleges	AT - Ailment	CO - Contagious
DR - Drugs	ES - Escaper	FI - Firearms
IF - F/Impersonator	IM - M/Impersonator	MN - Mental Health
SH - Self Harm	SU - Suicidal	VI - Violent
WE - Weapons	XP - Explosives	

Or enter 'ALL' to print all Warning Signals.

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>
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ENTER DATES                   - START DATE       Enter Dates in format *dd mm yyyy*  
                                   - END DATE           If present only the records which hold dates within  
   those input will be selected.

The Date Range will be compared to:  
 IM, LX, WM, WS - Date of Creation  
 IP, OD - Date Last Updated  
 DD, DS, DT - Court Date.

ENTER SORT KEYS REQUIRED                   This field determines the order in which the reports are  
   sorted for output.

Records will be sorted by the first key (**only available on Audit or Full Prints**) then within that  
 by the second key, and within that by the third key. **Sort keys not available on Monitor prints.**

**Only ONE of the following three may be entered.**

FORCE - Force Code

DIVISION - Division

STATION - Station

**Then any TWO of the following:**

CRO-NUMBER - CRO Number

DATE - Creation Date

IM-TYPE - Information Marker Type

NAME - Filename

PNCID - PNCID

REFERENCE - Force Reference

WS-TYPE - Warning Signal Type

ENTER SEX REQUIRED                   Enter one of the following:  
   A - All  
   F - Female  
   M - Male

ENTER TEXT REQUIRED                   Enter up to 20 characters.

ENTER PRINTOUT                   Any one of the following to identify the type of print  
   required:  
   A - Audit  
   S - Stats only  
   F - Full (this will produce 1 full record per page)  
   M - Monitor (this will produce 25 records to a page)

**N.B. No Sort key available for Monitor prints – will only print default details, i.e. PNCID,  
 CRO Number, Name, Information, Text/Ref and Last Updated.**

*FOR AUDIT PRINTS*

ENTER ERROR SAMPLE RATE                   This field sets out the sample rate for the Audit run. It  
   indicates the previously encountered percentage error  
   rate for the given force(s).  
   Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL           This field sets the confidence level for the audit run. It  
   represents the level of confidence required by the  
   given force(s).  
   Possible values are 90 or 95.

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>
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Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The output varies according to the run type:

All types – PNC filename, CRO number, PNCID, driver number, aliases, place of birth, date of birth, sex, colour, ethnic appearance, height, warning signals, address, home force, date and place first to notice, marks and scars, date of last update to PNC record, internal cross-references.

DD – FS reference, court name, court date, police expiry date, DVLA expiry date, Test Required marker.

LX – CRO number, PNCID, local reference number, date of last update to local record.

WM – FS code of originator, class, offence/class qualifier, offence location, power of arrest, warrant backed for bail, location of case papers, incident date(s), report date, expiry date, date entered on PNC, text.

WM (NPF) – court name, date of warrant, amount of fine.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.4. NP255J - WARNING SIGNALS AND INFORMATION MARKER FORCE PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FORCE NUMBER OR 'ALL'</b>	Format <i>nnn</i> or ALL	Mandatory
<b>ENTER WARNING SIGNAL TYPE OR 'ALL'</b>	Format <i>nn</i> or ALL	ONE of  these is
<b>ENTER INFORMATION MARKER TYPE OR 'ALL'</b>	Format <i>nn</i> or ALL	Mandatory
<b>ENTER SORT TYPE IF REQUIRED OR '0'</b>	Format <i>n</i>	Optional

Description

This job produces a report of persons with Warning Signals or Information Markers matching the specified input parameters.

Parameter Options

**ENTER FORCE NUMBER OR 'ALL'** This field contains the force station code, down to division level only, e.g. 05A. If the whole Force is required then just the Force Code is acceptable. If 'ALL' is input, a report for all forces will be produced.

**ENTER WARNING SIGNAL TYPE OR 'ALL'** This field contains the Warning Signal(s) to be output.

The possible values for **Warning Signals** are:

AG - Alleges	AT - Ailment	CO - Contagious
DR - Drugs	ES - Escaper	FI - Firearms
IF - F/Impersonator	IM - M/Impersonator	MN - Mental Health
SH - Self Harm	SU - Suicidal	VI - Violent
WE - Weapons	XP - Explosives	

**Only one type or 'ALL' to output all Warning Signals permitted per run.**

**ENTER INFORMATION MARKER TYPE OR 'ALL'** This field contains the Information Marker(s) to be output.

The possible values for **Information Markers** are:

AS - Asset Information Sought	BB - Breaches Bail Conditions	CD - Confirmed Dead
DP - Deportee or ERS	DR - DNA Required	FA - Fails to Appear
FL - Foreign Licence	GR - Gender Re-assigned	HD - Home Detention Curfew
LL - Life Licensee	MO - Modus Operandi	NL - No Licence
OB - Offends on Bail	OV - Offend Vulnerable Person	PP - Prolific & Priority Offender
RE - Manual Weed Review	RF - Refer to File	SO - Sex Offender
UD - Unconfirmed Dead	UN - Uses Nominal Details Of	VS - ViSOR subject

**Only one type or 'ALL' to output all Information Markers permitted per run.**

**ENTER SORT TYPE IF REQUIRED**

The sort order to be used to sort the output for this run.

Possible values are:

- 1: Sort by Filename
- 3: Sort by Division and Filename
- 4: Sort by CRO Number
- 5: Sort by Division and CRO Number
- 6: Sort by Warning Signal or Information Marker Date  
(Oldest will appear first)

Frequency

On request from forces.

Output

This will produce 25 records to a page – **will only output default details, i.e. PNCID, CRO Number, Name, Information, Text/Ref and Last Updated.**

Sent electronically in CSV format with a semicolon (;) as separator.



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.5. NPDNAR - DNA AUDIT PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FORCE/STATION CODE(S)</b>	<i>nn*</i> , <i>nnn*</i> , <i>nnnn</i> or <i>ALL</i>	Mandatory (up to 5)
<b>ENTER DNA STATUS</b>	A, C, M, P, D, T, N, F, Z, R, S, or Blank	Optional
<b>ENTER SAMPLE DATES - START DATE - END DATE</b>	<i>dd mm yyyy</i>	Optional
<b>ENTER SORT KEYS REQUIRED</b>	xxxxxxxxxx	Mandatory (up to 3)
<b>ENTER SEX REQUIRED</b>	A, F, M	Optional
<b>ENTER DNA ISSUES REQUIRED</b>	A, Y, N	Optional
<b>PRINTOUT TYPE</b>	A, S, M	Mandatory
<b>OPTION</b>	A, C, R, X	Mandatory

Description

This job produces AUDIT, STATISTICS or MONITOR reports of Arrest Summons with DNA reports for up to 5 Forces/Divisions/Force Station codes.

Parameter Options

ENTER FORCE/STATION CODES	This field contains the number(s) of the Force or Fce/Stn for which NPDNAR will generate reports, e.g. 01*, 01C, 01AD. ALL will produce DNA reports for all Forces.
ENTER DNA STATUS	<p>This field determines whether all records found will be output, or only those relating to a particular status.</p> <p>Possible values are:            A – All            C – Confirmed            M – Missing            P – Profiled            D – Destroyed            T – Taken            F – Held in Force            L - DNA Lost or Damaged in Force            Z – Unknown            R – Rejected – no resampling            S – Rejected – resample permitted            Or blank (defaults to All).</p>
ENTER SAMPLE DATES - START DATE - END DATE	<p>Enter dates in format <i>dd mm yyyy</i>.            If present only the reports with DNA Sample Dates within this range will be selected.</p>
ENTER SORT KEYS REQUIRED	<p>This field determines the order in which the reports are sorted for output. Reports will be sorted by the first key, then within that by the second key, and within that by the third key. The three sort keys are:</p> <p><b>Only ONE of the following may be entered:</b>            FORCE – Force Code            DIVISION – Division            STATION – Station</p> <p><b>Then</b> NAME – Filename</p> <p><b>Then</b> PNCID – PNCID.</p>

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>
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ENTER SEX REQUIRED

Enter one character:

- A – All
- F – Female
- M – Male

ENTER DNA ISSUES REQUIRED

Enter one character:

- A – All (all with or without DNA Issues)
- Y – Yes (only those with DNA Issues)
- N – No (only those without DNA Issues)

PRINTOUT TYPE

Enter one character to identify the output required:

- A – Audit
- S – Statistics
- M – Monitor

**FOR AUDIT ONLY**

ENTER ERROR SAMPLE RATE

This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s).

Possible values are 2, 3, 4, 5, 10 or 20.

ENTER SAMPLE CONFIDENCE LEVEL

This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s).

Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>
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**2.6. NPIMPJ - IMPENDING PROSECUTIONS DATA EXTRACT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>START DATE</b>	<i>ddmmyyyy</i>	Mandatory
<b>END DATE</b>	<i>ddmmyyyy</i>	Mandatory
<b>FORCE/STATION NUMBER</b>	<i>nn*, nnn* or nnnn</i>	Mandatory

Description

This job searches the Arrest/Summons file for cases with at least one outstanding impending prosecution for a particular force, division or station, and time range, and produces a disk file containing records in Force/Station order.

Parameter Options

START DATE	Blank or a valid date between 01011901 (default) and current date
END DATE	Blank or a valid date between 01011901 (default) and current date End Date must not be earlier than Start Date
FORCE NUMBER	Any two digit force number

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

At least 8 hours must be allowed for each job as concurrent runs are not permitted.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.7. NPFCHR - FIREARMS CERTIFICATE HOLDERS AUDIT/MONITOR PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FORCE/STATION CODE(S)</b> (Up to 5)	<i>nn*, nnn*, nnnn or ALL</i>	Mandatory
<b>ENTER SORT ORDER REQUIRED</b> (Up to 3)	Force or Division or Station followed by PNCID and/or Name	Mandatory Optional
<b>AUDIT/MONITOR/STATS REPORT FOR FCH TYPE</b>	Audit, Monitor or Stats A to N, or All	Mandatory Mandatory

**N.B. There is currently a fault with the Audit report, relating to the quantity of records produced.**

**Additional Parameter Screen for Audit Runs Only****ENTER ERROR SAMPLE RATE**

This field sets out the sample rate for the Audit Run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

**ENTER SAMPLE CONFIDENCE LEVEL**

This field sets the confidence level for the Audit Run. It represents the level of confidence required by given force(s). Possible values are 90 or 95.

**Description**

This job lists all FCH records selected by owning force, force/division, or force/station and/or certificate type. The selected records are grouped by owning force, force/division or force/station. The Audit option outputs a sample of the above records. The Statistics option just outputs the totals.

**Parameter Options****ENTER FORCE/STATION CODE(S)**

Up to 5 codes may be entered. The format is nnaa (station), nna\* (division) or nn\*\* (force) or 'All' for all force/stations.

**ENTER SORT ORDER REQUIRED**

These fields determine the order in which the reports are produced. Up to 3 keys of the following may be entered:

1. Force, Division or Station followed by either
2. Name and/or
3. PNCID.

Reports will be sorted by the first key, then within that by the second key, and within that by the third key.

**AUDIT/MONITOR/STATS REPORT**

This field determines the type of output to be produced. Possible values are:

- A(udit) - a random sample of records matching the search parameters or
- M(onitor) - a full list of records matching the search parameters or
- S(tatistics) - the number of records which match the search parameters.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**FOR FCH TYPE**

The field restricts the report to a particular FCH Certificate Type (A to N) or 'All' for everything. Possible FCH types are:

A	Firearm
B	Firearm Temporary
C	Firearm Club Secretary
D	Shotgun
E	Shotgun Temporary
F	Firearm Visitor
G	Shotgun Visitor
H	Dealer
I	Dealer Company
J	Explosives Acquire
K	Explosives Acquire & Keep
L	Explosives Company Acquire
M	Explosives Company Acquire & Keep
N	Explosives Visitor
ALL	Firearm Certificate Types

**Additional Parameter Screen for Audit Runs Only****ENTER ERROR SAMPLE RATE**

This field sets out the sample rate for the Audit Run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

**ENTER SAMPLE CONFIDENCE LEVEL**

This field sets the confidence level for the Audit Run. It represents the level of confidence required by given force(s). Possible values are 90 or 95.

**Frequency**

On request from forces.

**Output**

Sent electronically in CSV format with a semicolon (;) as separator.

**Additional Information**

This job abends when it encounters an invalid Force/Station code on the FCH file. It will also abend when it hits a missing Persons-Master record. An error is written to the Error Log for these instances. These errors should be reported to TSG-DBA and a RedBox report raised.

The statistics page includes a table that shows other corruption on the FCH file. If an FCH record is corrupt, it is output at the front of the report destined for 'OPS' rather than the requesting Force. An error is written to the Error Log. These errors should be reported to TSG-DBA and a Red Box report raised.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.8. NW200J - WM CHECKLIST**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ALL FORCES REQUIRED</b>	Y or BLANK	Mandatory
<b>ENTER FORCE CODES</b>	<i>nn*</i> , <i>nnn*</i> or <i>nnnn</i> (up to 33)	Mandatory
<b>ENTER SECTION TYPE</b>	F, D or S	Mandatory
<b>ENTER SORT BY CODE</b>	1, 2 or 3	Mandatory

Description

Produces a Checklist of all Wanted Missing Cases held by individual forces. Up to 33 Forces, Divisions or Stations can be specified (or ALL can be specified to give all forces).

Parameters Options**ALL FORCES REQUIRED:**

Y (reports will be produced for all forces)  
 <blank> (reports will be produced for only some forces)

**ENTER FORCE CODES**

If the above field was left blank then at least one force/station code must be entered here. Up to 33 individual Force/Division/Station codes can be specified.

**ENTER SECTION TYPE:**

F (in force sections)  
 D (in force/division sections)  
 S (in force/station sections)

**ENTER SORT BY CODE**

1 (by Filename/date/PNCID/SISID)  
 2 (by Class - Missing/Found/Others, and date)  
 3 (by CRO/PNCID/SISID)

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The Wanted Missing report details output are:

PNCID, filename, SISID, CRO number, FS code of originator, FS/Reference, class, offence/class qualifier, power of arrest, incident date(s) or warrant date (NPF), report date, expiry date.

N.B. Until the UK has gone live with access to the Schengen Information System, the SISID field will always be blank.

<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>
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**2.9. NW210J - WM MISCELLANEOUS EXTRACT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FORCE CODES</b>	<i>nn*</i> , <i>nnn*</i> or <i>nnnn</i> or <i>ALL</i>	Mandatory
<b>ENTER SELECTION VALUES</b>	<text> <offence-code>	Mandatory
<b>ENTER TEXT OPTION</b>	ALL or WITH or WITHOUT	Mandatory
<b>ENTER SUBSEQUENT REQUEST</b>	YES or NO	Mandatory
<b>ENTER SORT BY FIELDS</b>	ORIGFC, ORIGFS, REFFC, REFFS, CLASS, OFFENCE, PNCID, CHECKNAME, INCIDENT REPORTED, ENTERED and EXPIRES	Optional
<b>ENTER SAMPLE SIZE</b>	2, 3, 4, 5, 10, 20 (Mandatory if CONFIDENCE LEVEL entered)	Optional
<b>ENTER CONFIDENCE LEVEL</b>	90 or 95 (Mandatory if SAMPLE SIZE entered)	Optional

Description

This job provides reports on selected WM reports for all forces, or a selection of up to 6 forces.

Parameters Options**ENTER FORCE CODES**

The job can have up to 6 Force/Station codes entered, or the word ALL for all forces. Force station codes can be entered as, for example, 44\*\* or 44H\* or 44HQ. If more than one Force/Station code is entered each one must be separated by one space (the default value is ALL).

**ENTER SELECTION VALUES**

Choose the WM reports for output. Up to 20 codes may be entered or the word ALL. The default value is ALL. If class codes are entered they must be one of the following:

WANTED:	EXCLUSION, WITNESS, NPF or an Offence Code (i.e. <i>nnn.nn</i> )
ORDER:	ASBO, DRINKBAN, EXCLUSION, HARASS, HOUSINJ, LICPREM, NONMOL, OCCUP, SEXNOT, SEXPO, SEXREG, SEXRISK, SEXTRAV, SPORT, SPORTBAN or MISC
LOCATE:	TRACE, INFO, SUMMONS or NPF
DESERT:	ARMY, NAVY, MARINES or RAF
ABSCOND:	CARE, DETENTION, HOSPITAL, PRISON, REMAND, SCHOOL or YOUTHCUST
RECALL:	DETENTION, HOSPITAL, PRISON or YOUTHCUST
DETAINED:	Must be blank
MISSING:	Must be blank
FOUND:	Must be blank

**ENTER TEXT OPTION**

Allows the selection of the WM reports according to the content of the text. The default value is ALL.

ALL	(all reports are chosen regardless of WM text)
WITH	(only reports with something in the text field)
WITHOUT	(only reports which contain nothing in the text field)

**ENTER SUBSEQUENT REQUEST**

This allows you to select whether a trailer page is output after each subsection in the listing. The default value is YES.

YES	(a trailer page is produced)
NO	(no page breaks are produced)

**ENTER SORT BY FIELDS**

This allows you to select which fields the report is sorted by. **The first two fields must be one of the following five combinations:**

REFFC/REFFS	REFFC/CLASS	ORIGFC/ORIGFS
ORIGFC/CLASS	CLASS/OFFENCE.	

**The next three positions can be any of the following as long as no value is repeated:**

ORIGFC	ORIGFS	REFFC	CLASS	OFFENCE
PNCID	ENTERED	EXPIRES	CHECKNAME	INCIDENT REPORTED

<p style="text-align: center;"><b>The PNC User Manual, version 12.01</b></p> <p>For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span></p>
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**ENTER SAMPLE SIZE AND CONFIDENCE LEVEL**

These parameters are optional but if one is entered then the other is mandatory. The values entered here are used to control the size of the output by producing a sample, either large or small, of all the records selected according to the other parameters entered.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

Additional Information

The Wanted Missing report details output are:

PNCID, filename, FS/Reference, class, offence/class qualifier, incident date(s) or warrant date (NPF), report date, date entered on PNC, expiry date, text, FS code of originator.



<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.10. NW240J - WMSEARCH**

<u>Parameters</u>	<u>Values</u>	<u>Status</u>
<b>WM-CLASS</b>	(ABSCOND, DETAINED, DESERT, FOUND, LOCATE, MISSING, RECALL, ORDER and WANTED)	Mandatory
<b>BEFORE OR AFTER INCIDENT DATE</b>	(B or A) (in the form <i>yyyymmdd</i> )	Optional
<b>SEX</b>	(M, F or U)	Optional
<b>COLOUR</b>	(W, N or U)	Optional
<b>APPEARANCE CODE</b>	(0, 1, 2, 3, 4, 5 or 6)	Optional
<b>HEIGHT RANGE CM</b>	( <i>nnn</i> or <i>nnn to nnn</i> )	Optional
<b>MARKS AND SCARS</b>		Optional
	Type = (SCAR, TATT, MARK, LACK, PRCD, PECU)	
	Position = (R, L, C, U, W or -)	
	Part = (ABDO, ANKL, ARMS, BACK, BRST, BROW, BUTT, CHES, CHIN, EARS, ELBW, EYBW, EYES, FACE, FEET, FING, GAIT, GENI, HAND, HIPS, KNEE, LEGS, LIPS, NECK, NIPP, NOSE, PENI, SCAL, SPEE, TEET, TOES, TONG, WRST, UNKN)	

Description

WMSEARCH is a batch job that searches the Phoenix database. This search does not require the filename or PNCID and can therefore be used where only physical characteristics are known. The responses are given in the form PNCID and Filename.

Parameter Options

WM-CLASS	ABSCOND, DETAINED, DESERT, FOUND, LOCATE, MISSING, RECALL, WANTED, ORDER
BEFORE OR AFTER INCIDENT DATE	B (before the date specified)    A (after the date specified) (date must be in the form <i>yyyymmdd</i> )
SEX	M = (male)                      F = (female)                      U = (unknown)
COLOUR	W = (white)                      N = (non-white)                      U = (unknown)
APPEARANCE CODE	0 = Unknown 1 = White - North European 2 = White - South European 3 = Black 4 = Asian 5 = Chinese, Japanese or South East Asian 6 = Middle Eastern
HEIGHT RANGE (cm)	<i>nnn to nnn</i>
MARKS AND SCARS	There is a maximum of three marks/scars that can be search on.

**TYPE (type of mark/scar):**

SCAR (scar)	TATT (tattoo)	MARK (mole/wart/birthmark)
PECU (peculiar)	PRCD (pierced)	LACK (amputated/lacking)

**POSN (position of mark/scar)**

R (right)	L (left)	C (centre)
U (upper)	W (lower)	- (N/A)

**PART (part of the body which has mark/scar)**

ABDO (abdomen)	ANKL (ankle)	ARMS (arms)
BACK (back)	BRST (breast)	BROW (brow)
BUTT (buttocks)	CHES (chest)	CHIN (chin)
EARS (ears)	ELBW (elbow)	EYBW (eyebrow)
EYES (eyes)	FACE (face)	FEET (feet)
FING (fingers)	GAIT (gait)	GENI (genitals)
HAND (hand)	HIPS (hips)	KNEE (knee)
LEGS (legs)	LIPS (lips)	NECK (neck)
NIPP (nipple)	NOSE (nose)	PENI (penis)
SCAL (scalp)	SPEE (speech)	TEET (teeth)
TOES (toes)	TONG (tong)	WRST (wrist)
UNKN (unknown)		

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.11. PR502J - CHECKLIST AND AUDIT REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER PROPERTY TYPE</b>	n	Mandatory
<b>ENTER REQUIRED FORCE/STATION CODES</b>	nn*, nnn* or nnnn (up to 6)	Mandatory
<b>ENTER RANGE FOR REPORT CREATION DATES REQUIRED</b>	FROM ddmmyy TO ddmmyy	Optional

*FOR AUDIT PRINTS ONLY*

<b>ENTER ERROR SAMPLE RATE</b>	2, 3, 4, 5, 10, 20	Mandatory
<b>ENTER ERROR CONFIDENCE LEVEL</b>	90 or 95	Mandatory

Description

This job has two functions:

1. CHECKLIST - This provides the police with a list of their property reports for a particular FORCE or DIVISION.
2. AUDIT - This provides the police with a random sample of their property reports for audit purposes and allows the size of the sample to be specified.

Parameter Options**ENTER PROPERTY TYPE**

This can be any of the following types:

1	PLANT	2	ENGINES	3	TRAILERS
4	ANIMALS	5	MARINE	6	FIREARMS
All	All property types				

**ENTER REQUIRED FORCE/STATION**

This can be up to 6 FORCE or DIVISION numbers, e.g. 44\*\*, 44A\*, 44HQ.

**ENTER RANGE FOR REPORT CREATION DATES REQUIRED**

This is a date range when the report was created in the format *ddmmyyyy* e.g. 12042003

*FOR AUDIT ONLY*

**ENTER ERROR SAMPLE RATE** This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s). Possible values are 2, 3, 4, 5, 10 or 20.

**ENTER SAMPLE CONFIDENCE LEVEL** This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s). Possible values are 90 or 95.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a semicolon (;) as separator.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**2.12. QUSRCH - MAIN SEARCH**

<u>Parameters – SCREEN 1</u>	<u>Value</u>	<u>Status</u>
<u>MARKS AND SCARS</u>		
<b>MARKS</b>	(MARK, SCAR, TATT, Optional PECU, LACK or PRCD)	
<b>POSITION</b>	(R, L, C, U, W or '-')	Optional
<b>BODY PART</b>	(ABDO, ANKL, ARMS, BACK, BRST, BROW, BUTT, CHES, CHIN, EARS, ELBW, EYBW, EYES, FACE, FEET, FING, GAIT, HAND, GENI, HIPS, KNEE, LEGS, LIPS, NECK, NIPP, NOSE, PENI, TOES, TONG, SCAL, SPEE, TEET, WRST or UNKN)	Optional
<b>CONFIDENCE</b>	(1, 2, 3 or 'blank')	Optional
<u>AGE RANGE</u>		
<b>MINIMUM AGE</b>	<i>nnn</i>	Optional
<b>MAXIMUM AGE</b>	<i>nnn</i>	Optional
<u>HEIGHT RANGE</u>		
<b>MINIMUM HEIGHT</b>	<i>nnn</i>	Optional
<b>MAXIMUM HEIGHT</b>	<i>nnn</i>	Optional
<b>COLOUR CODE</b>	N, U or W Optional	
<b>ID CODE</b>	1, 2, 3, 4, 5 or 6 Optional	
<b>SEX</b>	M, F or U Optional	
<u>Parameters – SCREEN 2</u>		
<u>ACPO OFFENCE DETAILS</u>		
<b>OFFENCE CODE MAJOR</b>	<i>nnn</i>	Optional
<b>OFFENCE CODE SUMMARY</b>	<i>nn</i>	Optional
<b>OFFENCE CODE OFFENCE</b>	<i>nnn</i>	Optional
<b>OFFENCE CODE LEVEL 4</b>	<i>nn</i>	Optional
<u>CJS OFFENCE CODE DETAILS</u>		
<b>OFFENCE CODE CJS</b>	up to 8 characters	Optional
<u>Parameters – SCREEN 3</u>		
<b>INPUT NAME OR PARTIAL NAME</b>	Value up to 54 characters	Status Mandatory
<b>INPUT POSTCODES</b>	'Blank' or AAnn or AAn* or AA** or A*** (up to 10 values input)	Optional
<b>INPUT FORCE STATION CODES</b>	'Blank' or nnAA or nnA* or nn** or n*** (up to 20 values input)	Optional
<u>Parameters – SCREEN 4</u>		
<b>INPUT WARNING SIGNALS</b>	Value 'Blank', AG, AT, CO, DR, ES, FI, IF, IM, MN, SH, SU, VI, WE, XP	Status Optional
<b>INPUT INFORMATION MARKERS</b>	'Blank', AS, BB, CD, DP, DR, FA, FL, GR, HD, LL, MO, NL, OB, OV, PP, RE, RF, SO, UD, UN, VS	Optional

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

Description

This job uses the parameters input to search for records on the Names database. The job uses non-descriptors in the search.

Parameter Options – SCREEN 1

MARKS	This field can be used up to 10 times with values from the following list: MARK: Mark                      SCAR: Scarred                      TATT: Tattoo PECU: Peculiar                      LACK: Lacking                      PRCD: Pierced
POSITION	This field can be used up to 10 times with values from the following list: R: Right - for all BODY PARTS excluding LIPS L: Left - for all BODY PARTS excluding LIPS C: Centre U: Upper - for LIPS only W: Lower - for LIPS only '-': Position not applicable, e.g. LACK - NOSE
BODY PART	This field can be used up to 10 times with values from the following list. ABDO: Abdomen                      ANKL: Ankle                      ARMS: Arms                      BACK: Back BROW: Eye Brow                      BRST: Breast                      BUTT: Buttocks                      CHES: Chest CHIN: Chin                      EARS: Ears                      ELBW: Elbow                      EYBW: Eyebrow EYES: Eyes                      FACE: Face                      FEET: Feet                      FING: Finger GENI: Genitals                      GAIT: Gait                      HAND: Hand                      HIPS: Hips KNEE: Knee                      LEGS: Legs                      LIPS: Lips                      NECK: Neck NIPP: Nipple                      NOSE: Nose                      PENI: Penis                      SCAL: Scalp SPEE: Speech defect                      TEET: Teeth                      TOES: Toes                      TONG: Tongue WRST: Wrist                      UNKN: Unknown
CONFIDENCE	This field can be used up to 10 times with values from the list: 1:            25% confident of MSA parameter combination set against 2:            50% confident of MSA parameter combination set against 3:            75% confident of MSA parameter combination set against 'blank': 100% confident of MSA parameter combination set against
MINIMUM AGE	This parameter is the low age in the search. If the age range is 35 to 40 years then 35 will be input. This parameter must not be greater than the MAXIMUM AGE parameter.
MAXIMUM AGE	This parameter is the high age in the search. If the age range is 35 to 40 years then 40 will be input. This parameter must not be less than the MINIMUM AGE parameter.
MINIMUM HEIGHT	This parameter is the low height in centimetres in the height range. If the height range is 160-180cm then 160 will be input. This parameter must not be greater than the MAXIMUM HEIGHT parameter.
MAXIMUM HEIGHT	This parameter is the high height in centimetres in the height range. If the height range is 160-180cm then 180 will be input. This parameter must not be less than the MINIMUM HEIGHT parameter.
COLOUR CODE	This parameter may have one of the following values: W: White                      N: Non-White                      U: Unknown
ID CODE	This parameter may hold one of the following: 0: Unknown 1: White - North European 2: White - South European 3: Black 4: Asian 5: Chinese, Japanese or South East Asian 6: Middle Eastern
SEX	This parameter may hold one of the following: F: Female                      M: Male                      U: Unknown

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

Parameter Options – SCREEN 2

## ACPO OFFENCE DETAILS

MAJ	This field can be used up to 10 times with ACPO Major Offence details.
SUM	This field can be used up to 10 times with ACPO Summary Offence details or blank.
OFF	This field can be used up to 10 times with ACPO Offence details or blank.
OF4	This field can be used up to 10 times with ACPO level-4 Offence details or blank.

**N.B. These parameters, if used, relate to the offence or group of offences set in a hierarchical series. A blank input cannot be followed by a non-blank value.**

CJS OFFENCE CODE	This field can be used up to 10 times with the appropriate CJS Offence codes or left blank. This parameter is up to an 8-character field representing the Offence in its CJS form, e.g. 'AD70001' = ACPO Offence Code 12.4.2.1 (Harassing Debtor).
------------------	--

Parameter Options – SCREEN 3

INPUT NAME OR PARTIAL NAME	This is a 54 alpha character field representing the name or partial name to be used in the search. The name search looks at the PNC filename, DVLA name and if needed the Alias file to match the name input.
----------------------------	---

INPUT POSTCODES	This field is a 4-character field that can have up to 10 entries. The field can be: <ul style="list-style-type: none"> <li>- a singular POSTCODE, e.g. WD12</li> <li>- a partial POSTCODE, e.g. WD1* giving all records with an address in the postal areas WD1 to WD19</li> <li>- or WD** giving all records in the postal areas WD1 to WD99</li> <li>- or W*** giving all records in the postal areas WA1 to WZ99</li> </ul>
-----------------	--

INPUT FORCE STATION CODES	This is a 4-character field that can have up to 20 entries. The field can be: <ul style="list-style-type: none"> <li>- a singular FORCE STATION code, e.g. 01AD</li> <li>- a partial FORCE STATION code, e.g. 01A*, giving all records in force areas 01AA to 01A9</li> <li>- or 01**, giving all records in force 01, e.g. all records that are between 01AA and 0199</li> </ul>
---------------------------	---

DNA (Y or N or B)	B – retrieve DNA records if available, no searching undertaken Y – search for DNA records, ignore those with no DNA values held N – search for DNA records, ignore those with status of C or P
DNA STATUS	A – DNA Profiled/Confirmed records only K – DNA not Profiled/Confirmed records only
Otherwise input the DNA Status value to be searched	
DNA LAB	Specify CMK, DUN, EFS, FDS, FER, FSS or LGC, or leave blank for All
DNA SAMPLE TYPE	03 – SWAB or 08 – HAIR

Parameter Options – SCREEN 4

INPUT WARNING SIGNALS	This field is 2 characters that can have up to 10 entries. It can be any one of the following values:
-----------------------	---

AG	May make false allegations	AT	May have medical condition
CO	Contagious	DR	May possess drugs
ES	Escaper	FI	May possess Firearms
IF	Female impersonator	IM	Male impersonator
MN	May suffer from mental disorder	SH	May self harm
SU	Suicidal	VI	Violent
WE	May possess Weapons	XP	May possess explosives

**The PNC User Manual, version 12.01**  
 For Use by Authorised Staff Only Chapter 7

**INPUT INFORMATION MARKERS**

This field is 2 characters that can have up to 10 entries. It can be any one of the following values:

AS	Asset information Sought	BB	Breaches Bail conditions
CD	Confirmed dead	DP	Deportee or ERS
DR	DNA required	FA	Fails to Appear
FL	Foreign Licence	GR	Gender Re-assigned
HD	Home Detention Curfew	LL	Life Licensee
MO	Modus Operandi recorded for this subject	NL	No Licence
OB	Offends on Bail	OV	Offends against vulnerable person
PP	Prolific & Priority Offender	RE	Manual weed required
RF	Refer to File	SO	Sex Offender
UD	Unconfirmed dead	UN	Uses nominal details of another person not on PNC Names file
VS	ViSOR subject		

**QUSRCH - SCAN SECTION**

Parameters	Value	Status
<b>INPUT FILE TO BE SCANNED</b>	PERSONS, MSA or OFFENCES	Mandatory
<b>AREA TO BE SCANNED</b>	'Blank', WRNG, MRKR, LOCL, OTHR or ALL	Optional
<b>INPUT OLD WORKFILE JOB NUMBER</b>	nn	Mandatory
<b>MSA MARK</b>	'Blank', MARK, SCAR, TATT, PECU, LACK or PRCD	Optional
<b>AND PART</b>	ABDO, ANKL, ARMS, BACK, BRST, BROW, BUTT, CHES, CHIN, EARS, ELBW, EYBW, EYES, FACE, FEET, FING, GAIT, HAND, GENI, HIPS, KNEE, LEGS, LIPS, NECK, NIPP, NOSE, PENI, TOES, TONG, SCAL, SPEE, TEET, WRST or UNKN	Optional
<b>INPUT TEXT</b>	Up to 54 characters	Optional
<u>INPUT OFFENCES TO BE SCANNED FOR</u>		
<b>MAJ</b>	'Blank' or nnn (up to 10)	Optional
<b>SUM</b>	'Blank' or nn (up to 10)	Optional
<b>OFFENCE</b>	'Blank' or nnn (up to 10)	Optional
<b>LEVEL 4</b>	'Blank' or nnn (up to 10)	Optional
<b>INPUT IF PARTIAL (MARKER OR WARNING SIGNAL) SEARCH</b>	Y or N	Mandatory
<b>INPUT POSTCODES TO BE SCANNED FOR</b>	'Blank' or Aann or Aan* or AA** (up to 10)	Optional
<b>INPUT INFORMATION MARKERS TO BE SCANNED FOR</b>	'Blank', AS, BB, CD, DC, DP, DR, DT, FA, FL, HD, LL, MO, NL, OB, OV, PI, RE, RF, SO, UD, UN, VS (up to 10 choices)	Optional
<b>INPUT WARNING SIGNALS TO BE SCANNED FOR</b>	'Blank', AG, AT, CO, DR, ES, FI, IF, IM, MN, SH, SU, VI, WE, XP (up to 10 choices)	Optional

Description

This job reads the work-file produced by QUSRCH (SEARCH) and uses the records found initially as input to scan for specific text, Offences or postcodes on the PERSONS-MASTER, MSA or CHARGE files. The records found by the QUSRCH (SEARCH) are refined using the parameters input for this job.

Parameter Options – SCREEN 1

**INPUT FILE TO BE SCANNED** This field contains the main file that is used in the scan. Input up to 16 characters, only those below are valid.

PERSONS	:	PERSONS MASTER
MSA	:	MARKS AND SCARS
OFFENCE	:	CHARGE FILE

**AREA TO SCAN** This field contains the periodic group that is to be scanned in PERSONS-MASTER. N.B. This field is only used when PERSONS-MASTER is scanned. Input only the 4 characters

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

'Blank': Scan only for postcodes.  
 WRNG: Scan only the WARNING SIGNALS periodic group.  
 MRKR: Scan only the INFORMATION MARKERS periodic group.  
 LOCL: Scan only the LOCAL REFERENCE periodic group.  
 OTHR: Scan only the RECORD OTHER DETAILS periodic group.  
 ALL: Scan all periodic groups.

**INPUT OLD WORKFILE JOB NUMBER** This contains the WORKFILE number of the file created by the QUSRCH job, e.g. QUSRCH01 will give a workfile number of '01'. It is a 2-character numeric.

**MSA MARK** This field is the MSA MARK type that is to be looked for in the MSA file. It is a 4-character field.

MARK: MARK or MARKS  
 SCAR: SCAR or SCARRED  
 TATT: TATTOO or TATTOOS  
 PECU: PECULIAR or PECULIARITY  
 LACK: LACKING  
 PRCD: PIERCED

**BODY POS** This field is the MSA BODY POSITION that is to be looked for in the MSA file. It is a single alpha character.

R: RIGHT - for all BODY POSITIONS excluding LIPS  
 L: LEFT - for all BODY POSITIONS excluding LIPS  
 C: CENTRE  
 U: UPPER - for LIPS only  
 W: LOWER - for LIPS only  
 '-': Position not applicable, e.g. LACK - NOSE

**BODY PART** This field is the MSA BODY PART that is to be searched for in the MSA file, input 4 alpha characters.

ABDO: Abdomen	ANKL: ANKLE
ARMS: Arms	BACK: Back
BRST: Breast	BROW: Brow
BUTT: Buttocks	CHES: Chest
CHIN: Chin	EARS: Ears
ELBW: Elbow	EYBW: Eyebrow
EYES: Eyes	FACE: Face
FEET: Feet	FING: Finger
GAIT: Gait, as in walk	GENI: Genitals
HAND: Hand	HIPS: Hips
KNEE: Knee	LEGS: Legs
LIPS: Lips	NECK: Neck
NIPP: Nipple	NOSE: Nose
PENI: Penis	SCAL: Scalp
SPEE: Speech defect	TEET: Teeth
TOES: Toes	TONG: Tongue
WRST: Wrist	UNKN: Unknown

**INPUT TEXT** This field contains the text to be scanned for, up to 54 alphanumeric characters.



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

INPUT OFFENCE TO SCAN FOR

MAJ	This field contains MAJOR category of the Offence. Input 3 numeric characters if OFFENCE scan used.
SUM	This field contains the SUMMARY category of the Offence. Input 2 numeric characters or blank if Offence scan used.
OFFENCE	This field contains the OFFENCE category of the Offence. Input 3 numeric characters or 'blank' if OFFENCE scan used.
LEVEL4	This field contains the LEVEL4 category of the Offence. Input 2 numeric characters or blank if OFFENCE scan used.

N.B. The above parameters can be used up to 10 times. They relate to the Offence or group of Offence set in a hierarchical series.

INPUT POSTCODE TO BE SCANNED	This field is a 4-character field that can have up to 10 entries. The field can be a singular POSTCODE, e.g. WD12, or a partial POSTCODE, e.g. WD1*, giving all records with an address in the postal area WD1 to WD19, or WD**, giving all records in the postal area WD1 to WD99.
------------------------------	---

Parameter Options – SCREEN 2

INPUT IF PARTIAL (MARKER OR WARNING SIGNAL) SEARCH REQUIRED	This parameter is either Y or N Y A match is assumed if ANY one of the INFORMATION MARKERS or WARNING SIGNALS match. N A match is assumed if ALL of the INFORMATION MARKERS or WARNING SIGNALS match.
---	---

INPUT INFORMATION MARKERS TO BE SCANNED	This field is a 2-character field that can have up to 10 entries. The field can be one of the following values:
--	---

AS Asset information Sought	BB Breaches Bail conditions
CD Confirmed dead	DP Deportee or ERS
DR DNA required	FA Fails to Appear
FL Foreign Licence	GR Gender Re-assigned
HD Home Detention Curfew	LL Life Licensee
MO Modus Operandi recorded for this subject	NL No Licence
OB Offends on Bail	OV Offends against vulnerable person
PP Prolific & Priority Offender	RE Manual weed required
RF Refer to File	SO Sex Offender
UD Unconfirmed dead	UN Uses nominal details of another person not on PNC Names file
VS VISOR subject	

INPUT WARNING SIGNALS TO BE SCANNED	This field is a 2-character field that can have up to 10 entries. The field can be one of the following values:
--	---

AG Alleges	AT May have mental condition
CO Contagious	DR May possess Drugs
ES Escaper	FI May possess Firearms
IF Female impersonator	IM Male impersonator
MN May suffer from mental disorder	SH May self harm
SU Suicidal	VI Violent
WE May possess Weapons	XP May make false allegations

Frequency

On request from forces. Consider using QUEST before requesting this job.

Output

Output can be produced as printout, which must be collected from Hendon, or sent electronically.

Acceptable combinations of values for Marks and Scars are shown below.

<b>TYPE:</b>	<b>SCAR</b>	<b>TATT</b>	<b>MARK</b>	<b>LACK</b>	<b>PECU</b>	<b>PRCD</b>
<b>POSITION:</b>	<b>R L C - U W</b>	<b>R L C - U W</b>	<b>R L C - U W</b>	<b>R L C - U W</b>	<b>R L C - U W</b>	<b>R L C - U W</b>
<b>BODY PART: FACE</b>						
BROW	----XX	----XX	----XX	XXXXXXXX	----XX	----XX
EYBW	--XXXX	XXXXXX	XXXXXX	--XXXX	--XXXX	--XXXX
SCAL	----XX	----XX	----XX	XXXXXX	XXX-XX	----XX
LIPS	XXX---	XXX---	XXX---	XXXX--	XXX---	XXXX--
NOSE	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	----XX
EYES	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
EARS	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
TEET	XXXXXXXX	XXXXXXXX	XXXX--	XXX---	XXX---	XXXXXXXX
TONG	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX
CHIN	----XX	----XX	----XX	XXX-XX	XXX-XX	----XX
SPEE	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXX XX	XXX-XX	XXXXXXXX
NECK	----XX	----XX	----XX	XXX-XX	----XX	----XX
ARMS	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
ELBW	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
HAND	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
WRST	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
FING	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
BACK	----XX	----XX	----XX	XXXXXXXX	----XX	----XX
BRST	--XXXX	--XXXX	--XXXX	--XXXX	XXXXXXXX	--XXXX
CHES	----XX	----XX	----XX	XXXXXX	----XX	--X-XX
NIPP	XXXXXXXX	XXXXXXXX	XXXXXX	--XXXX	--XXXX	--XXXX
ABDO	----XX	----XX	----XX	XXXXXX	----XX	XXX-XX
BUTT	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
HIPS	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
GENI	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX
PENI	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX	XXX-XX
LEGS	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
KNEE	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
FEET	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
ANKL	--XXXX	--XXXX	--XXXX	XXXXXX	--XXXX	--XXXX
TOES	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX	--XXXX
GAIT	XXXXXXXX	XXXXXXXX	XXXXXX	XXXXXX	XXX-XX	XXXXXXXX

**KEY POSITIONS:** R = RIGHT L = LEFT C = CENTRE U = UPPER W = LOWER - = NOT APPLICABLE  
**COMBINATIONS:** - = valid combination of Type, Position, Body Part x = invalid combination of Type, Position and Body Part  
 The value UNKN (Unknown) may appear in records which have been Back Record Converted from NIS microfiche.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**2.13. UT500J - TRANSACTION LOG SEARCH PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>START-DATE</b>	(Format ddmmyyyy)	Mandatory
<b>START-TIME</b>	(Format hhmm)	Mandatory
<b>END-DATE</b>	(Format ddmmyyyy)	Mandatory
<b>END-TIME</b>	(Format hhmm)	Mandatory
<b>FORCE NO</b>	(Format nn or **)	Optional
<b>TERMINAL-IDS</b>	(Format aaaaannn)	Optional
<b>USER-IDS</b>	(Format aaaaaaa)	Optional
<b>PRIMARY INPUT DATA</b>	(Free format character string up to 30 characters)	Optional
<b>ORIG CHAR STRING</b>	(Free format character string up to 20 characters)	Optional
<b>TRANSACTION TYPE</b>	(Format #aa, @aa or +aa)	Optional
<b>SORTBY</b>	(Format USER or TERM or TIME)	Optional

Description

**This job provides access to the Transaction Log entries created during the previous 11 months (plus the current month).** It is mainly used where the on-line enquiry requires excessive resources, or where complex combinations of search parameters are required. It provides a report of transaction input only.

Parameter Options**START-DATE**

This field contains the date at which the search of the Transaction Log is to start. The data is entered in the format ddmmyyyy, e.g. 01042003 is 1st April 2003. **START DATE must be within the current month or the previous eleven complete months.**

**START-TIME**

This field contains the time at which the search of the Transaction Log is to start. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

**END-DATE**

This field contains the date at which the search of the Transaction Log is to finish. The data is entered in the format ddmmyyyy, e.g. 31032004 is 31st March 2004.

**END-TIME**

This field contains the time at which the search of the Transaction Log is to finish. All transactions processed up to the end of the last minute specified will be searched. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

**FORCE NO**

The field contains a two digit Force number, or '\*\*' if details of transactions performed by all forces are required.

**TERMINAL-IDS**

This field contains the terminal-ID which is thought to have done the original transaction. A maximum of 18 terminal-IDs may be specified for a single search.

**USER-ID**

This field contains the User-ID which is thought to have done the original transaction. A maximum of 18 User-IDs may be specified for a single search.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**PRIMARY INPUT DATA**

This field contains the primary transaction input data value(s), e.g. VRM, PNCID, CRO Number, Broadcast Number etc. **This must be entered in the exact format as the original application transaction in the Primary Input Data field. For example, a VRM used in a Vehicles transaction must be entered with all embedded spaces removed, a Surname/Forename used in a Names transaction should be entered exactly as originally input, including any embedded spaces,** e.g. LN06ABC or ST JOHN/MICHAEL. Searches on truncated strings are allowed, e.g. LN06 or ST JOHN. A maximum of 30 data values, of up to 54 characters in length, separated by either ':' or ';' may be specified for a single search.

**ORIGINATOR CHARACTER STRING**

This field contains either part or the whole of the Originator string. This job will search all transactions performed by the Force(s), Terminal-ID(s) or User-ID(s) entered for an occurrence of the specified character string anywhere within the Originator field. For example, an original transaction containing PC1234 SMITH, HIGH STREET in the Originator field will be retrieved by enquiries using Originator Character String of 1234 or SMITH or HIGH ST. A maximum of 30 originator strings, separated by ':' or ';' may be specified for a single search. Each string may be up to a maximum of 20 characters.

**TRANSACTION TYPE**

This field contains either a transaction code in the format #aa for a specific transaction (e.g. #VE). Or, for a group of transaction codes beginning with the same character, enter a transaction type in the format #a\*, e.g. #V\* will search for all Vehicle Transactions.

**SORTBY**

This field contains USER, TERM or TIME, which will sort the order in which the records will be output. If left blank the records will be displayed in the following order, depending on the search criteria:

- Primary Input Data
- Originator String
- Terminal-ID / User-ID / Force
- Time

The SORTBY value will force the records to be displayed in TERMINAL-ID, USER-ID or TIME order.

Frequency

On request from forces.

Output

Sent electronically in CSV format with a comma (,) as separator.

Additional Information

Only one of FORCE NUMBER, TERMINAL-ID and USER-ID may be specified in the same search.

PRIMARY INPUT DATA and ORIGINATOR CHARACTER STRING parameters may not both be specified in the same search.

## The PNC User Manual, version 12.01

For Use by Authorised Staff Only

Chapter 7

### 2.14. UT700J - MESSAGE LOG SEARCH

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>REQUESTING FORCE</b>	(Format <i>nn</i> )	Mandatory
<b>RECORDS REQUIRED</b>	(Format <i>x</i> )	Mandatory
<b>START-DATE</b>	(Format <i>ddmmyyyy</i> )	Mandatory
<b>START-TIME</b>	(Format <i>hhmm</i> )	Mandatory
<b>END-DATE</b>	(Format <i>ddmmyyyy</i> )	Mandatory
<b>END-TIME</b>	(Format <i>hhmm</i> )	Mandatory
<b>TERMINAL-IDS</b>	(Format <i>aaaaannn</i> )	Optional
<b>USER-IDS</b>	(Format <i>nnnnnnnn</i> )	Optional
<b>ORIGINATOR/COLLAR NUMBER</b>	(Format <i>aaaaaaaa</i> )	Optional
<b>REASON</b>	(Format <i>aa</i> )	Optional
<b>TRANSACTION CODE/APPLICATION</b>	(Format <i>#aa</i> OR <i>#*</i> )	Optional
<b>SORTBY</b>	(Format <i>TERM</i> or <i>TIME</i> )	Optional
<b>STRING</b>	(Format <i>'Y'</i> or <i>'N'</i> )	Optional

#### Description

This job provides the requesting force a report detailing input and output messages within transactions performed on specified terminal(s) or containing a particular character string.

#### Parameter Options

##### REQUESTING FORCE

This field contains the Force Code number of the requesting Force, e.g. 55 for Dorset.

##### RECORDS REQUIRED

This field can be empty, or marked to include those transactions performed in the specified environment.

The options are:

- LIVE (default)
- TRNG (Training)
- DEMO (Demo)
- PFI (Phoenix Force Interface)
- ANPR (Automatic Number Plate Recognition system)
- NAFIS (IDENT1)
- NSPIS
- PHOENIX LINKS (Airwave, CRB, DNA, Juror Vetting, ViSOR)

For Phoenix Links (Application Integration) messages, further options are available. Select Phoenix Links and one of LIVE, DEMO or TRNG. Select the appropriate date/time range for the search. Select the appropriate prime search parameter from the list below. This will find all Phoenix Links records for the application in question. For Airwave, a User-ID and/or Terminal-ID can be used in addition to the prime search parameter. For ViSOR, a User-ID can be used.

<b>Application</b>	<b>Prime Search Parameter</b>	<b>Additional Search Parameters</b>
Airwave @VE	AIRVECHK	String search on User-ID or Terminal-ID
Airwave @VS	AIRVSCHK	String search on User-ID or Terminal-ID
Airwave @NE and @NP	AIRNECHK	String search on User-ID or Terminal-ID
CRB	CRBCHECK	N/A
DNA Messages received from NDNADB	DNAINMSG	N/A
DNA Messages sent to NDNADB	DNASENDX	N/A
Juror Vetting	JURORCHK	N/A
ViSOR	VISORCHK	String search on User-ID

Searching on ViSOR will only find messages that are passed between PNC and the ViSOR application, not the confidential messages stored within ViSOR.

START-DATE

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

This field contains the date at which the search of the Message Log is to start. The data is entered in the format ddmmyyyy, e.g 12032011 is 12<sup>th</sup> March 2011. START DATE must be within the last twelve months.

**In exceptional cases, and only with the authorisation of an ACC or above (or Head of Branch or equivalent for non-police bodies), a search can be carried out starting more than 12 months ago, up to a maximum of 15 months ago, from the date of request of the search. Note that Message Log data is not physically retained for more than 15 months in any circumstances.**

**START-TIME**

This field contains the time at which the search of the Message Log is to start. The time is entered in the format hhmm, e.g. 0930 is 09:30 hours.

**END-DATE**

This field contains the date at which the search of the Message Log is to finish. The data is entered in the format ddmmyyyy, e.g. 09072011 is 9<sup>th</sup> July 2011.

**END-TIME**

This field contains the time at which the search of the transaction log is to finish. All transactions processed up to the end of the last minute specified will be searched. The time is entered in the format hhmm e.g. 0930 is 09:30 hours.

**TERMINAL-IDS**

This field contains the terminal-ID which is thought to have done the original transaction. A maximum of 18 terminal-IDs maybe specified for a single search.

**USER-IDS**

This field contains the User-ID which is thought to have done the original transaction. A maximum of 18 User-IDs may be specified for a single search.

**ORIGINATOR/COLLAR NUMBER**

Up to four 8-character alphanumeric fields may be searched for anywhere within the Originator field, with an option of AND or OR. AND will match if the field contains **all four** strings, whereas OR will match if **any one** of the strings is present. If an entry has been made in this field, character strings **cannot** be entered.

1) If a search is required for multiple Collar Numbers, all of which must exist on a single Originator Line, then an AND condition must be used. All collar numbers must be present on a single originator line to return a hit.

2) For all other searches with Collar Numbers use OR. An OR condition will search for Collar Numbers across multiple originator lines, with at least one of the Collar Numbers needing to be present on the originator line to return a hit.

3) For single parameter collar number searches either an AND or OR condition may be used. If the search condition parameter is blank, it will default to OR.

N.B. If this parameter is used it must be restricted to the Terminal-ID of the requesting force only and may not be run nationwide.

**REASON**

This is a two-character field. It is searched for within the reason field of the transaction input screen, and must be an exact match with the input. If an entry has been made in this field, character strings cannot be entered.

**TRANSACTION CODE/APPLICATION**

This is a three-character field. The first character must be '#', the second must be an alpha. The third character can either be alphanumeric or '\*'. If a transaction code has been entered, character string searches **cannot** be entered.

N.B. TERMINAL-IDS, USER-IDS, ORIGINATOR/COLLAR NUMBER, TRANSACTION CODE/APPLICATION and REASON may only be specified for searches on DCT and SRG terminals. For other searches, such as PFI or Phoenix Links, use a string search on the identifiers specified.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**SORTBY**

This field can contain one of the following four literals: 'TERM', 'TIME', 'USER' or 'CHAR'.

If left blank the records will be displayed in the following order, depending on the search criteria:

Character String, Terminal-ID and Time

If 'USER' is specified, the search parameters must contain User-IDs.

**STRING**

This field allows the search for character strings (e.g. a VRM or PNCID) up to a maximum of 20 strings per run.

Control

Maximum of four jobs to be run at any one time.

Frequency

On request from forces.

Output

If the search is required for evidential purposes the output must be produced as printout and be collected from Hendon.

If the output is to be despatched electronically the request will be forwarded to the Head of PNC Services, and only on his approval will this despatch method be accepted. If this method is chosen then it must clearly be stated (at the outset) that the output will not be used for evidential purposes.

Output sent electronically will **not** be in PDF format, it will be an unformatted (ASCII) text file. Note that this file will contain some system control characters, therefore the actual formatting will be lost when loaded into word processing software such as Microsoft Word.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**2.15. VE502J - VEHICLES CHECKLIST AND AUDIT REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER REQUIRED REPORT TYPES (DEFAULT ALL TYPES)</b>	(Format aaa)	Optional
<b>ENTER REQUIRED FORCE/STATION CODES</b>	(Format nn*, nnn* or nnnn)	Mandatory
<b>ENTER RANGE FOR REPORT CREATION DATES REQUIRED</b>	(Format ddmmyyyy TO ddmmyyyy)	Optional
<i>FOR AUDIT PRINTS ONLY</i>		
<b>ENTER ERROR SAMPLE RATE</b>	2, 3, 4, 5, 10, 20	Mandatory
<b>ENTER ERROR CONFIDENCE LEVEL</b>	90 or 95	Mandatory

Description

This job provides the police with a list of their Vehicle Reports and is run on demand. Particular FCE/STN, REP types and their creation dates may be specified. If a force requests an audit report, this provides them with a random sample of their vehicles reports for audit purposes.

Parameter Options**ENTER REQUIRED REPORT TYPES**

A maximum of six REPORT TYPES may be input from the following list. If no report types are specified, all report types will be processed.

LOS - LOST/STOLEN (or obtained by deception)

FOU - FOUND (apparently abandoned or repossessed by finance company)

ACT - ACTION (required when the vehicle is traced)

REA - REACTION (report indicating a response to an action request)

INF - INFORMATION (about the use of the vehicle, whether criminal or not)

COR - CORRECTION (to the vehicle description or ownership)

REM - REMOVED (by or on behalf of the police)

RES - RESTRICTED (report is of a sensitive nature and must not be disclosed over insecure channels)

SEE - SEEN or CHECKED (at particular locations or times, which may assist in investigation of specific crimes)

DES - DESTROYED (vehicle has been completely destroyed by fire)

**ENTER REQUIRED FCE/STN CODES**

At least one Force/Division/Station must be input.

For a CHECKLIST run, a maximum of six Forces or four Divisions/Stations may be input.

For an AUDIT run, only one force/division may be input per run.

NN\*\* represents a force code - N is a numeric

NNA\* represent a division code - N is a numeric, A is an alphanumeric

**ENTER RANGE FOR REPORT CREATION DATES REQUIRED**

A range of REPORT CREATION DATES may be specified for reports created within the last six years, including the current date, in the form DDMMYYYY where DD is the Day, MM is the MONTH, YYYY is the YEAR.

*FOR AUDIT ONLY***ENTER ERROR SAMPLE RATE**

This field sets out the sample rate for the Audit run. It indicates the previously encountered percentage error rate for the given force(s).

Possible values are 2, 3, 4, 5, 10 or 20.

**ENTER SAMPLE CONFIDENCE LEVEL**

This field sets the confidence level for the audit run. It represents the level of confidence required by the given force(s).

Possible values are 90 or 95.

Frequency

On request from forces.



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

Output

Sent electronically in CSV format with a comma (,) as separator.

Additional Information

The checklist functionality of this job can also be achieved using VODS.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3. SCHEDULED BATCH JOBS****3.1. DL600J - DRIVERS BATCH UPDATE**Parameters

<b>ENTER FILENAME RECEIVED FROM DVLA BY FT</b>	<u>Value</u>	<u>Status</u>
<b>EXPIRE DISQUALIFICATIONS</b>	<filename>	Mandatory
	Y or N	Mandatory

Description

This job updates the DRIVER-DETAILS file, using records provided by DVLA via file-transfer.

Parameter Options

**ENTER FILENAME RECEIVED FROM DVLA BY FT**

This field should contain the name of the file sent from DVLA.

**EXPIRE DISQUALIFICATIONS**

This flag determines whether DL600J reads through the DRIVER-DETAILS file expiring disqualifications which are no longer current (default=YES).

Input Media

Electronic file from DVLA.

Frequency

Tuesday to Saturday inclusive, on receipt of file from DVLA.

Output

Printed output only, to be sent to NPIA (PNC Services, Database Administration team).

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**3.2. ND007J - DD DVLA BATCH UPDATE**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FILENAME FOR FILE TRANSFER</b>	<filename>	Mandatory

Description

This job updates the DD-MASTER and PERSONS-MASTER file, using records from two possible sources. One is by DVLA via file-transfer and the second is from the carry forward DVLA-DD.

Parameter Options

ENTER FILENAME FOR FILE TRANSFER

This field contains the name of the file sent from DVLA.

Frequency

Once a week (normally Friday), on receipt of file from DVLA.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

This job reconciles DD data supplied by DVLA with the corresponding police reports, and produces output for DVLA and forces relating to confirmations, amendments and deletions.

**Confirmation of DD reports** – records are confirmed if an exact match is found on Driver Number or Name. If the record is already confirmed an error report is sent to DVLA. A report is sent to forces if the Driver Number did not match and more than one possible match was found by the Name search, or if there is a discrepancy between the DVLA and police expiry dates. If there is no trace of the police record the DVLA details are carried forward until the next run of the job.

**Amendment of DD reports** – amendments may be made to Driver Number, DVLA filename, address, DVLA expiry date and Test Required marker. Details of the amendments are provided to the force owning the DD report and the force in whose area the subject lives, as appropriate. If there is no trace of the police record the DVLA details are carried forward until the next run of the job.

**Deletion of DD reports** – details of deletions are produced for report owners and the home force, as appropriate. Change of ownership notifications and case history data may also be produced. If there is no trace of the police record the DVLA data is discarded.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**3.3. ND010J - DD FILE WEED**Parameters**ENTER RUN DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job removes disqualification information from the DD-MASTER file and updates the DD-COUNT in the PERSONS-MASTER file where the disqualification period has passed. If there is then no reason to keep the person on file (i.e. there are now no disqualification records, the person is not wanted or missing, has no Firearms Certificate record and there is no conviction history or CRO number) the person's record is also removed, together with any aliases, internal cross references etc.

Parameter Options

ENTER RUN DATE

This field contains the date used for weeding. All records with expiry dates prior to this date will be removed from the database. Default date is Today's date.

Frequency

Once a week (Tuesday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

For weed reports the output comprises personal details and information relating to the expired disqualification.

Personal: PNCID, driver number, PNC filename, date of birth, sex, colour, height, address.

Disqualification details: Home force, FS reference, court name, court date, expiry dates.

Change of ownership notifications are also produced, consisting of PNCID and filename.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3.4. ND020J - DD DTTP WEED**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER RUN DATE</b>	<i>ddmmyyyy</i>	Mandatory

Description

This job checks whether a Disqualified Till Test Passed (DTTP) record on the DD-MASTER file has a Driver Number present on the corresponding PERSONS-MASTER record. If there is none, a warning is issued. If the next run finds that no Driver Number has been supplied, the record is deleted. DTTP records where the person is over 80, and the conviction is over five years old, are also removed. If there is then no reason to keep the person on file (i.e. there are now no disqualification records, the person is not wanted or missing, has no Firearms Certificate record and there is no conviction history or CRO number) the person's record is also removed together with any aliases, internal cross references etc.

Parameter Options

ENTER RUN DATE

This field contains the date used for weeding. All records with expiry dates prior to this date will be removed from the database. Default date is Today's date.

Frequency

Once every 6 months, in January and July.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

For reminders and weed notifications the output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, sex, colour, height, address.

Disqualification details: Home force, FS reference, court name, court date, DVLA confirmed marker.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**3.5. ND210J - DD EXPIRY DISPUTES REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER RUN DATE</b>	<i>ddmmyyy</i>	Mandatory
<b>ENTER OUTPUT TYPE</b>	1 or 2	Mandatory

Description

This job produces a report of Disqualified Drivers cases where there is a dispute between the Police and DVLA expiry dates on the record.

Parameter Options**ENTER RUN DATE**

This field contains the date used for reporting. The date field must be a TUESDAY and not any other day of the week. Default date is shown as date last run.

**ENTER OUTPUT TYPE**

This field allows you to select whether the run will output reports for the Police and DVLA separately or together. It has two values:

- 1 = Separate reports for Police and DVLA
- 2 = Reports produced in one file.

Frequency

Once a week (Tuesday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

If the DVLA and police expiry dates remain in dispute 6 weeks after the record was confirmed, and the last amendment to the date was by DVLA, a dispute report is produced for the force which owns the report. The output comprises personal details and information relating to the disqualification.

Personal: PNCID, PNC filename, date of birth, sex, ethnic appearance, colour, address, driver number.

Disqualification details: FS reference, court name, court date, police expiry date, DVLA expiry date, Test Required marker.

If after 12 weeks the situation is unchanged, a further similar dispute report is sent to the owning force.

If the DVLA and police expiry dates remain in dispute 15 weeks after the police expiry date was amended (DVLA having already been informed of the dispute via the on-line updates report) a dispute report is sent to DVLA.

Personal: PNCID, PNC filename, date of birth, sex, address, driver number, the first 9 aliases on a record.

Disqualification details: FS code of owner, court name, court date, police expiry date, date of last update to police expiry date.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**3.6. ND220J - DD STATISTICS REPORT**Parameters**ENTER FORCES (YES/NO)**Value

YES or NO

Status

Mandatory

Description

This job reads serially through the DD-MASTER file, collecting statistical information, and produces a report.

Parameter Options

ENTER FORCES (YES/NO)

This field allows you to select whether the run will output reports for individual forces as well a grand total. It has two values:

YES = Reports for individual police forces will be produced.

NO = Only the overall total report will be produced.

(Default = NO)

Frequency

Quarterly, for NPIA use.

Output

Quarterly file - retained by Computer Operations.

Additional Information

The statistics produced by the report include:

- total number of DD reports
- number of confirmed reports (also expressed as a percentage)
- number of unconfirmed reports (also expressed as a percentage)
- number of reports unconfirmed for more than 15 weeks (also expressed as a percentage of unconfirmed reports)
- number of reports unconfirmed for more than 25 weeks (also expressed as a percentage of unconfirmed reports)
- number of reports with expiry date in dispute (also expressed as a percentage of total reports)
- number of reports with expiry date in dispute for more than 6 weeks (also expressed as a percentage of total reports with expiry date in dispute)
- number of reports with expiry date in dispute for more than 12 weeks (also expressed as a percentage of total reports with expiry date in dispute)
- number of reports with expiry date in dispute for more than 20 weeks (also expressed as a percentage of total reports with expiry date in dispute)
- number of reports with length of sentence within a series of ranges (6-monthly up to 2 years, yearly up to 5 years, 5-10 years, over 10 years, DTTP, Life, Unknown)

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**3.7. NP220J - DRUG ARRESTS STATISTICS REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>YEAR</b>	<i>yyyy</i>	Mandatory
<b>MONTH</b>	<i>mm</i>	Mandatory

Description

This job produces a monthly statistics report by reading through the CHARGE file.

Parameter Options

YEAR	This field contains the chosen year.
MONTH	This field contains the month for which the statistics are required.

Frequency

First weekend of every month. For NPJA use only.

Output

Printed output only, to be retained by Computer Operations.



<b>The PNC User Manual, version 12.01</b> For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>
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**3.8. NP270J - POSSIBLE DUPLICATE PERSONS REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER START ISN</b>	1 - 99999999	Mandatory
<b>ENTER END ISN</b>	1 - 99999999	Mandatory
<b>ENTER COMPARISON LENGTH</b>	0 - 54	Mandatory
<b>ENTER EARLIEST CREATION DATE</b>	<i>ddmmyyy</i>	Mandatory
<b>ENTER LATEST CREATION DATE</b>	<i>ddmmyyy</i>	Optional
<b>ENTER FORCE CODE</b>	<i>nn</i>	Optional
<b>ENTER FCH</b>	Y or N	Mandatory

Description

This job produces a list of persons for whom there appears to be more than one record on the Names database. The process can be run on the whole of the Names file or on a section of it.

Parameter Options

START ISN	The ISN of the first PERSONS-MASTER record to be read. Normally set to 1.
END ISN	The ISN of the last PERSONS-MASTER record to be read. Normally set to 99999999 for a full run.
COMPARISON LENGTH	The number of (alpha) characters of each name that will be used in comparisons to establish possible duplication. Normally set to 18.
EARLIEST CREATION DATE	The date of creation of the PERSONS-MASTER records to be checked for possible duplication. This parameter will be used after the initial phase to check the entire PERSONS-MASTER file, to restrict checks to records created since the previous run of the job. Normally left blank for a full run. For an ad hoc run this date will usually be 01082007, the nominal start of the PNC to NFLMS link.
LATEST CREATION DATE checked.	The latest creation date of the PERSONS-MASTER records to be checked.
FORCE CODE	The code of the requesting force. At least one of the potential duplicate records must be owned by that force.
FCH	Must be set to N during the full annual run, and to Y when running for a single force in order to extract only records where the Firearms Certificate Holder element is present.

Frequency

Full run annually over Easter period.

Can also be requested by forces, for identifying potential duplicate persons with the FCH element only.

Output

Annual run - split by force code and sent electronically in text based PDF format.

Ad hoc request - available either as printout, which must be collected from Hendon, or electronically as unformatted (ASCII) text file. Note that this file will contain some system control characters, therefore the actual formatting will be lost when loaded into word processing software such as Microsoft Word.

Additional Information

For each record read a Names Matching search is carried out to identify possible matches on Name (including Alias), Age, Sex and Colour. For exact matches not already cross-referred a report is produced for NPJA Reconciliations if both records have a full CRO number, showing CRO number, Name (or Alias), Date of Birth, Sec, Colour. For other possible matches a report is sent to any force owning Place First to Notice, WM and DD reports with the same information, plus PNCID.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**3.9. NP410J - FP DESTRUCTION PRINT**Parameters**INPUT RUN DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job produces brief details of persons and their Arrest/Summons details indicating that the relevant fingerprint forms should be destroyed.

Parameter Options

INPUT RUN DATE

The date entered is used to select which FP-DESTRUCTION records are to be output. The date must not be in the future.

Format *dd mm yyyy*

Frequency

Daily.

Output

Split by force code and sent electronically in text based PDF format.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3.10. NPADDR - ADDRESS STATISTICS AND DATA EXTRACT**Parameters

**INPUT FORCE RECORDS TO BE CHECKED  
STATISTICS ONLY REQUIRED**

Value

*nn*  
Y or N

Status

Mandatory  
Optional

Description

This job reads all the addresses owned by or with a Home Force relating to the selected force. It then produces a statistics report and, optionally, a data file containing address details for transmission to the force. Usually only the records that lack a full postcode are required.

Parameter Options

INPUT FORCE RECORDS TO BE CHECKED

This field contains the 2-digit force code to be looked for (e.g. 01 = MET, 20 = WEST MIDLANDS).

Frequency

Statistics only run - when required, for NPIA use only.

Data file run - on request from forces.

Output

Statistics only run - printout for NPIA use only, to be sent to Customer Support team.

Data file run - sent electronically in one or more Excel spreadsheets prepared by Customer Support Team.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**3.11. NPDAFR - DAF REPORTS**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>INPUT RUN DATE</b>	<i>ddmmyyyy</i>	Mandatory

Description

This job produces a report confirming each successful Names on-line update transaction for recipients as selected via the #QV transaction.

Parameter Options

INPUT RUN DATE

Any date prior to current date.

Frequency

Daily.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information**DNA Reports – Section 7: Acquittals - Replacement Force Samples to be Submitted**

The wording of this report may be misleading. Its original purpose was to ask forces to send in a replacement DNA sample where the only sample held on the National DNA Database was due to be destroyed because the case had resulted in an acquittal and would consequently be deleted from PNC.

Since May 2001, DNA samples taken from subjects who have been acquitted or had their cases discontinued can remain on the NDNAD; since December 2005 the subject's record may also have been retained on PNC (see NPWARM in section 3.20 of this chapter). Therefore this report may now be incorrect in suggesting that a DNA sample is due to be destroyed. In view of ongoing legal proceedings regarding the retention of samples for acquitted cases, changes to this report will be considered in due course.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 7
-----------

**3.12. NPIPRM - BATCH IP REMINDERS**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>AGE OF REPORTS TO BE OUTPUT (MONTHS)</b>	0-36	Optional
<b>DATE OF RUN</b>	ddmmyyyy (Default=Today)	Optional

Description

This job creates reports for owners of all impending prosecutions that have been created but not disposed of within the specified timescale.

N.B. An 'Impending Prosecution' is defined as an Arrest/Summons with one or more offences that have not been disposed of.

Parameter Options

AGE OF REPORTS TO BE OUTPUT      This parameter controls the dates of the reports output by the run. If a value is input, e.g. 24, and the base line date is 26/02/2011, IPs within one month before the resultant date are produced (i.e. 26/01/2009 thru 26/02/2009). Up to five time parameters may be entered here.

DATE OF RUN      This parameter contains the date used as the baseline date, and is optional. If it is not input the current system date is used instead. It enables the job to be run retrospectively if, for any reason, the system is unavailable on the normal run date (26<sup>th</sup> of the month) and cover the same period that would have been processed on the scheduled date.

Frequency

Once a month (26<sup>th</sup> of every month).

Output

Split by force code and sent electronically in text based PDF format.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**3.13. NPMKPR - MAKEOVER-PRISON REPORTS**Parameters

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>NUMBER OF DAYS PRISON RECORD IS IN THE PAST</b>	<i>nn</i>	Mandatory
<b>NUMBER OF DAYS MAKEOVER RECORD IS IN THE PAST</b>	<i>nn</i>	Mandatory

Description

This job monitors the MAKEOVER/PRISON file and reports to the FP-BUREAU concerned any CRO Numbers for which:

- a) A Prison type MAKEOVER/PRISON record has been stored on the file for more than n days.
- b) #ND Makeover should have been performed by now, since a Makeover type MAKEOVER/PRISON record has been stored on the file for more than n days.
- c) #ND Makeover has been attempted on two CRO numbers for which there is a Makeover type MAKEOVER/PRISON record, but it was not allowed because one of the subjects still awaits BRC.

For cases b) and c), where the FP-BUREAU is Scottish, the URN is also shown for each CRO number from OTHER-REF on the PERSONS-MASTER file.

It also produces a statistics page for Computer Operations.

Parameter Options

Number of days Prison record is in the past	} Should be input as
Number of days Makeover record is in the past	} 7 until further notice.

Frequency

Once a week (Saturday).

Output

Split by force code and sent electronically in text based PDF format.  
Copy of the statistics page to be retained by Computer Operations.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3.14. NPOFFP - OFFENCE TABLE PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>START ACPO CODE</b>	<i>nnn nn nnn nn</i>	Conditional
<b>END ACPO CODE</b>	<i>nnn nn nnn nn</i>	Conditional
<b>START CCCJS CODE</b>	<i>aannnnna</i>	Conditional
<b>END CCCJS CODE</b>	<i>aannnnna</i>	Conditional

Description

This job produces a formatted report of the OFFENCE table.

Parameter Options

START ACPO CODE

Indicates the start of the range of ACPO Offence codes to be output. Only partial codes need to be entered. Null elements of the code will default to '0'.

END ACPO CODE

Null elements will default to '9'.

START CCCJS CODE

Indicates the start of the range of CCCJS Offence codes to be output. Only partial CCCJS codes need be entered. Will be padded with trailing null characters.

END CCCJS CODE

Will be padded with trailing '9s'.

Frequency

Monthly (7<sup>th</sup> of every month) for NPIA use.

Can also be requested by forces.

Output

Monthly file - retained by Computer Operations.

Ad hoc request - sent electronically in CSV format with a semicolon (;) as separator.

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only
----------------------------------

Chapter 7
-----------

**3.15. NPOTFP - OUTSTANDING FINGERPRINTS STATUS**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>INPUT RUN DATE</b>	<i>ddmmyyyy</i>	Mandatory
<b>NUMBER OF MONTHS</b>	1-9 <i>(Default value is the value from previous run)</i>	Mandatory
<b>QUIT</b>	Y or N	Mandatory

Description

This job produces a report that contains details of those Arrest/Summons reports where the fingerprint status has not been updated to indicate that the set of fingerprints taken at the time of the Arrest/Summons has been used to check the identity of the subject.

Parameter Options

INPUT RUN DATE	Any date current or past
NUMBER OF MONTHS	1-9 months (usually 6)

Frequency

Monthly (22<sup>nd</sup> of every month).

Output

Split by force code and sent electronically in text based PDF format.



<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3.16. NPPAFB - POSTCODE ADDRESS FILE BATCH UPDATE**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER UPDATE DATE</b>	<i>mm yyyy</i>	Mandatory
<b>TEST SYSTEM?</b>	Y or N	Mandatory

Description

This job adds new addresses to the Postcode Address File system and removes outdated ones. It is run monthly.

Parameter Options

UPDATE DATE	is the month to which the files refer, and is in the form mm yyyy. The default is one month after the last run was performed.
TEST SYSTEM	is used to process data against the test system. It should always be 'N' for live running.

Input Media

Two input files (PA300J.CHANGES1 and PA300J.FPCHNGS2) are supplied by the Royal Mail on CD-ROM. They are uploaded from CD-ROM to the mainframe by NPADDI and are processed by this suite.

Frequency

Monthly (towards the end of each month) on delivery of CD.

Output

No output.

<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3.17. NPPMSC - SPSA PERSONS-MASTER DELETIONS**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>NEW RUN DATE RANGE IS FROM</b> (Start and End Date)	(both in form dd/mm/yyyy)	Mandatory
<b>PURGE PNCID-PERS-DEL RECORDS ON AND BEFORE START DATE</b>	(Y or N)	Mandatory

Description

This job creates a disk file for SPSA containing a list of Persons-Master records that were weeded between the specified dates. These records are taken from the PNCID-PERS-DEL (PPD) file. This job will also purge old records on the PPD file, if the Purge option is set to Yes.

Parameter Options

RUN DATE RANGE IS FROM (Start & End Dates)

The Start and End date must both be in the format dd/mm/yyyy.

The Start date must be before or equal to the End date. The End date must be before the current system date.

PURGE PNCID-PERS-DEL RECORDS ON AND BEFORE START DATE (Y/N)

If Y is selected then records on the PNCID-PERS file dated before the Start date are deleted. This is the normal setting. If N is selected, no records are purged.

Frequency

Normally run weekly on Fridays, using the default dates set up by the previous week's run.

Output

File for SPSA containing details of weeded records is sent electronically.

Copy of the run parameters and statistics page to be retained by Computer Operations.

<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only
----------------------------------

Chapter 7
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**3.18. NPPMST - PERSONS STATISTICS**Parameters**DATE**Value*ddmmyyyy*Status

Mandatory

Description

This job produces a variety of statistical information about Persons records held on the database. It produces a summary report covering the whole system.

Parameter Options

DATE

Any date prior to the current date

Frequency

Quarterly, for NPPIA use only.

Output

Printed output only, retained by Computer Operations.  
Copy sent to Customer Support team at Hendon.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.19. NPPRST - PROSECUTION STATISTICS**Parameters

None.

ValueStatusDescription

This job produces a variety of statistical information about prosecution records held on the database. It produces a summary report covering the whole system.

Parameter Options

None.

Frequency

Quarterly, for NPPIA use only.

Output

Printed output only, retained by Computer Operations.

Copy sent to Customer Support team at Hendon.

Copy sent to NPPIA (PNC Services, Software Engineering Group) at New King's Beam House).

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**3.20. NPWARM - WEED ACQUITTALS REMINDER**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>INPUT RUN DATE</b>	<i>ddmmyyyy</i>	Mandatory

Description

This job removes those offences whose weed date has passed. Reminders are also produced for offences that have been retained under special rules following acquittal, six months ahead of the weed date being reached.

Parameter Options

INPUT RUN DATE Any date up to and including current date.

Frequency

Once a week (Saturday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

The classes of offence containing a weed date changed in December 2005. Due to legislation relating to retention of DNA and Fingerprints, most types of acquittal in England & Wales no longer have a weed date. Categories that still contain a weed date are broadly as follows:

1. Acquittals in Scotland, Guernsey, Jersey and Isle of Man (also includes Result Unobtainable and NFA cases)
2. Stand-alone non-recordables (convictions and acquittals) in England, Wales and Northern Ireland without DNA/FP
3. Any stand-alone non-recordable in Scotland, Guernsey, Jersey and Isle of Man

Additionally, some Scottish convictions are being given a weed date by a separate process, following notification from SPSA, in order that they may be weeded by this job.

Output for Scottish forces from this job is no longer produced (see PNC L/O Letter 2008/100).

<b>The PNC User Manual, version 12.01</b>
---

For Use by Authorised Staff Only	Chapter 7
----------------------------------	-----------

**3.21. NPWSIM - WARNING SIGNAL AND INFORMATION MARKER REMINDER REPORT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>INPUT RUN DATE</b>	<i>ddmmyyyy</i>	Mandatory
<b>WS / IM REVIEW</b>	Y or N	Mandatory
<b>WARNING SIGNAL / INFORMATION MARKER AGE IN MONTHS</b>	<i>nn</i>	Optional
<b>WARNING SIGNAL / INFORMATION MARKER OWNER</b>	<i>aa</i>	Optional

Description

This job can be used in two different ways:

- either           to produce a report of all Warning Signals and reviewable Information Markers (and their associated details) that have a review date more than a given number of months in the past, and belonging to a specific force(s).
- or                to produce a report of all Warning Signals and reviewable Information Markers (and their associated details) that have a review date more than five years in the past. If the Warning Signal or Information Marker is not 'retained' by the user, which updates the review date, the Warning Signal or Information Marker will continue to be included each month in following reports.

The reviewable Information Markers are AS (Asset Information Sought), DP (Deportee or ERS), OV (Offend Vulnerable Person), PP (Prolific Offender), SO (Sexual Offender) and UD (Unconfirmed Dead).

Parameter Options

INPUT RUN DATE	Must be current day or in past
WS / IM REVIEW	Y = Warnings produced N = No warnings
WARNING SIGNAL / INFORMATION MARKER AGE IN MONTHS	Blank or 0 - 99
WARNING SIGNAL / INFORMATION MARKER OWNER	AA = Force

Frequency

Monthly (5<sup>th</sup> of every month).

Output

Split by force code and sent electronically in text based PDF format.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**3.22. NW001J - WM WEED**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER RUN DATE</b>	<i>ddmmyy</i>	Mandatory

Description

Weeds WM reports that have a case expiry date that is prior to the input date. Where a report to be weeded has a class of DETAINED reports with a Case Entered date prior to the case entered date on the DETAINED report (and do not have the Pre Arrest Retention marker set on) will be deleted. This does not apply to LOCATE/INFO and ORDER reports, which are not weeded until their expiry date is passed.

If the weeding of report(s) means that the Nominal details are no longer required (no other reports exist and no CRO Number exists) then the Nominal details are also deleted.

A reminder is issued periodically for cases which do not expire (e.g. WANTED FOR MURDER) and a pre-deletion reminder is issued for cases which are about to expire (i. e. that will be deleted by the next WM WEED run).

Parameter Options**ENTER RUN DATE**

This field contains the date used for weeding; this is normally set to the 18th day of each month. All records with an expiry date prior to this date will be removed from the database. Default date is Today's date.

Frequency

Monthly (18<sup>th</sup> of every month).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

The process produces a list of Wanted Missing reports that are to be weeded in the near future. The criteria that are applied are as follows:

- report classes ABSCOND, RECALL and WANTED for CMMNWLTH or ALIENS are ignored
- report classes MISSING, FOUND and NPF have reminders issued when their expiry dates are more than 1 month but not more than 2 months in the future
- all other report classes have reminders issued when their expiry dates are more than 2 months but not more than 3 months in the future

Forces receiving these reminders are then in a position to prevent the deletion of these reports, if necessary, by using the appropriate transaction (#WR). The job outputs the personal details and the Wanted Missing report details of the selected reports.

The process also produces a list of 'continuation' reminders for reports which are at least three years old and which will not be weeded in the next three years. The reminders are produced on the anniversary of the date the report was entered on the system. The Wanted Missing report details output are:

FS/Reference, Class, Offence/Class qualifier, Offence location, Power of arrest, Warrant Backed for Bail, Location of WM case papers, Incident date(s), Report date, Expiry date, Date entered on PNC, Text.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 7</span>

**3.23. NW220J - WM STATISTICS PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>PRINT FORCE INDIVIDUALLY(YES/NO)</b>	YES or NO	Mandatory
OR		
<b>SELECT RECORDS BY FORCE/STATION CODE</b>	nn*, nnn* or nnnn	Optional

Description

Produces statistics for all forces. If requested these statistics can also be broken down to report on individual forces.

Parameter Options

PRINT FORCES INDIVIDUALLY:	Y	(combined report for all forces together with individual reports for each force)
	N	(combined report for all forces only)
SELECT RECORDS BY FORCE/ STATION CODE:	nnnn	(report for selected force/station)
	nnn*	(report for selected division)
	nn**	(report for selected force)

Frequency

Quarterly, for NPIA use.

Output

Quarterly file - retained by Computer Operations.

Additional Information

The statistics produced by the report include:

- total number of WM reports for each offence/class qualifier
- the total of 'Wanted' and 'Wanted(FTA)' reports (also expressed as a percentage of the total number of reports)
- the percentage of the total number of reports for the given force that are 'Wanted' reports
- the total of 'Detained' reports (also expressed as a percentage of the total number of reports)
- the totals for each type of Service for 'Deserter' reports (also expressed as a percentage of the total)
- the totals for each 'reason for location' for 'Locate' reports (also expressed as a percentage of the total)
- the totals for each type of institution or authority from which a person may abscond, for 'Abscond' reports (Care, Hospital, Detention, Remand, Prison, Youth Custody, School) (also expressed as a percentage of the total)
- the totals for each type of institution or authority to which a person may be recalled, for 'Recall' reports (Prison, Detention, Youth Custody, Hospital) (also expressed as a percentage of the total)
- the total number of 'Missing' reports (also expressed as a percentage of the total)
- the total number of 'Found' reports (also expressed as a percentage of the total)
- the total number of reports owned by the force



**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.24. PR503J - PROPERTY REPORT STATISTICS**Parameters

None

ValueStatusDescription

This job produces statistics of property reports held on the property database for each force.

Frequency

Quarterly, for NPIA use only.

Output

Printed output only, retained by Computer Operations.

Copy sent to Customer Support team at Hendon.

Copy sent to Force/Station 02CC (5-17 Haverstock Hill, London, NW3 2BN).

<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only
----------------------------------

Chapter 7
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**3.25. PR602J - PROPERTY REPORTS WEED/REMINDER**Parameters

None

ValueStatusDescription

This job reads the Property file and generates reminders indicating that specific property reports are about to be weeded from the system. Property reports over a certain age that have already had the appropriate reminders sent out are deleted from the system.

Parameter Options

None

Frequency

Once a week (Monday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

Reminders are produced for unconfirmed reports two weeks after their date of creation, and for confirmed LOS reports one month before they are due to be weeded.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.26. PR604J - PROPERTY FOUND REPORTS PRINT**Parameters

None

ValueStatusDescription

This job reads file PROP-FOUND-WARNING, which contains FOU reports that have been matched against LOS reports. The output is then sent to the respective forces.

Frequency

Once a week (Monday).

Output

Split by force code and sent electronically in text based PDF format.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.27. PR605J - FIREARMS DOWNLOAD**Parameters

None.

ValueStatusDescription

This job produces a disk file of all Firearms records with outstanding LOST/STOLEN reports using the BCS File Transfer facility. This is produced for the Gun Trade Association.

Frequency

Once a week (Wednesday).

Output

Electronic data file, which is emailed to the Gun Trade Association.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.28. PR750J - PROPERTY DESCRIPTIVE SEARCH WEED**Parameters

None.

ValueStatusDescription

This job reads the PROP-RESPONSES file and checks for records that have a date earlier than the current date. Records that meet this criterion are deleted.

Parameter Options

None.

Frequency

Once a week (Monday).

Output

No output produced.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.29. PR820J - PLANT DOWNLOAD**Parameters

None.

ValueStatusDescription

This job reads the Property file and produces an output file of confirmed stolen plant to send to TER (The Equipment Register) and Buckley Scott Associates. The file-transfer facility is used to download the work file for despatch to the recipients.

FrequencyMonthly on 5<sup>th</sup> of monthOutput

Printout to be sent to NPIA (PNC Services, Database Administration team)

The output file is copied from the file-transfer destination and emailed to the recipients.

<b>The PNC User Manual, version 12.01</b>	
For Use by Authorised Staff Only	Chapter 7

**3.30. TA400J - TABLES PRINT**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>FS-CODE FORMAT</b>	Format ('X')	Optional
<b>FS-ID FORMAT</b>	Format ('X')	Optional
<b>CONTIG FORMAT</b>	Format ('X')	Optional
<b>STATION REPORT</b>	Format ('X')	Optional
<b>FORCE CODE</b>	Format ('X')	Optional
<b>FORCE REPORT</b>	Format ('X')	Optional
<b>POSTCODE REPORT</b>	Format ('X')	Optional
<b>COURT REPORT</b>	Format ('X')	Optional
<b>BROADCAST GROUP REPORT</b>	Format ('X')	Optional

Description

This job has several functions depending on the parameters input.

1. Force/Station in Force/Station Code format.
2. Force/Station in Force/Station ID format
3. Force/Station Contiguous Areas.
4. Detailed Station Print.
5. Force Print.
6. Postcode Print.
7. Court Print.
8. Broadcast Print.

If a Detailed Station Print is chosen, the Force Code is mandatory. The acceptable parameters are either the Force Code (e.g. 07 for Cheshire) or \*\* for all forces.

Frequency

Run when required, for NPJA use only.

Can also be requested by forces.

Output

Retained internally as required.

Ad hoc request - sent electronically in CSV format with a semicolon (;) as separator.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.31. VE503J - VEHICLES REPORT TYPES STATISTICS PRINT**Parameters

None.

ValueStatusDescription

This job provides statistics of all vehicle Report Types held on the Vehicles database.

Parameter Options

None.

Frequency

Quarterly, for NPIA use only.

Output

Printed output only, retained by Computer Operations.

Copy sent to Customer Support team at Hendon.

Copy sent to Force/Station 02CC (5-17 Haverstock Hill, London, NW3 2BN).



<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only
----------------------------------

Chapter 7
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**3.32. VE601J - VEHICLES BATCH UPDATE**

<u>Parameters</u>	<u>Value</u>	<u>Status</u>
<b>ENTER FILENAME FOR FILE TRANSFER</b>	<filename>	Mandatory

Description

This job processes the input file from DVLA and updates the Vehicles database with details of all GB registered vehicles. The file contains details of New, Replacement, VRO, Cherished Transfers and Deleted vehicles.

Parameter Options

ENTER FILENAME FOR FILE TRANSFER

This field contains the name of the file received from DVLA.

Input Media

Electronic file from DVLA.

Frequency

Tuesday to Saturday inclusive, on receipt of file from DVLA.

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

If there are any reports, other than SEEN, associated with a vehicle record for which DVLA have sent a change to the keeper details, a report is sent to the owner of each report indicating that the registered keeper has changed since the report was created.

<b>The PNC User Manual, version 12.01</b>
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For Use by Authorised Staff Only
----------------------------------

Chapter 7
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**3.33. VE602J - VEHICLES REPORTS WEEDING/REMINDERS**Parameters

None.

ValueStatusDescription

This job generates reminders for the police indicating that specific vehicle reports are about to be weeded from the system. For confirmed LOS reports, annual reminders will be generated until the reports are weeded, with the following text: LOST/STOLEN - ANNUAL REVIEW/REMINDER FOR YEAR n (where n is 1, 2, 3, 4 or 5).

Vehicle reports over a certain age that have already had the appropriate reminders sent out are deleted from the system.

Parameter Options

None.

Frequency

Once a week (Monday).

Output

Split by force code and sent electronically in text based PDF format.

Additional Information

The job produces statistics detailing the number of confirmed and unconfirmed reports of each type owned by each force that have been weeded.

Reminders are produced for the following unconfirmed reports two weeks after their date of creation:

- Lost or Stolen / Information / Removed / Restricted / Correction

Reminders are produced for the following confirmed reports one month before they are due to be weeded:

- Unpaired Lost or Stolen / Information / Removed / Restricted / Correction

**3.34. VE603J - VEHICLES THEFT/RECOVERY NOTIFICATIONS**

Parameters

Value

Status

None.

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**3.35. VE604J - VEHICLES FOUND REPORTS PRINT**Parameters

None.

ValueStatusDescription

This job reads file VEH-FOUND-WARNING which contains FOU reports that have been matched against LOS reports. The output is then sent to the respective forces. It also identifies any records with LOS reports that have been subsequently Scrapped, and generates a separate output for the owning force.

Parameter Options

None.

Frequency

Once a week (Monday).

Output

Split by force code and sent electronically in text based PDF format.



**APPENDIX 1**

**AUTHORISED SIGNATORIES FOR ALL PNC BATCH SERVICES FOR (Force) ..... (Force Number) .....**

Print Name and Position of Authorised Person	Signature of Authorised Person	Email Address Email authority must have email accounts with <b>pnn.police.uk</b> or <b>gsi.gov.uk</b>	Contact telephone number of Authorised Person

Name of Countersigning or PNC Liaison Officer	Signed	Date

When completed, please fax to PNC Service Desk [redacted] or email to [redacted]  
**Please ensure a new list of authorised signatories is provided following any change in personnel.**

For Distribution to CPs

MOD200014623

# APPENDIX 2

## Security Administration Update Form

Use this form to inform the PNC Service Desk of any signatory updates and complete in BLOCK CAPITALS  
 Forces requiring email authority must have email accounts with PNN.POLICE.UK or .GSI.GOV.UK - Please enquire to the email address below for further assistance

Force: \_\_\_\_\_

Force No. \_\_\_\_\_

<b>G = User Group Administration (Create Amend Delete)</b>	<b>ID = User ID Administration (Create Amend Delete)</b> Requester can also add/remove User ID from a group.	<b>R = User Password Resets Only</b>
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Name	Phone	Email Address for e-mail requests	Signature for faxed or written requests	Abilities ( <input checked="" type="checkbox"/> )		
				G	ID	R
[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When completed the liaison or authorising officer must countersign and return the completed form to PNC Service Desk, Hendon Data Centre, Aerodrome Road, London. NW9 5JE or Fax: [Redacted]

<b>Name of Authorising or PNC Liaison Officer</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
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For Distribution to CPs

MOD200014624

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 7

**NOTES**



## **CHAPTER 8 - INTRODUCTION**

### **1. OVERVIEW OF THE NAMES APPLICATION**

The PNC Names application provides a comprehensive source of information for the Criminal Justice System in all parts of the British Isles except the Republic of Ireland. Major developments and minor enhancements have been, and will continue to be, implemented on a regular basis. In more recent years these have included interfaces to related external systems, such as the biometrics platform IDENT1.

The major milestones have been as follows:

- 1977 Criminal Names file introduced. Wanted/Missing Persons (1978) and Disqualified Drivers (1980) were subsequently introduced as separate files.
- 1985 Criminal Histories data added to the Criminal Names file, showing the three most recent convictions.
- 1991 All PNC Names files merged into a single, composite PNC Names database.
- 1995 Implementation of the Phoenix project. The two main effects were that forces took over the bulk updating of PNC from NIS, and considerably enhanced details were computerised for the first time.
- 1998 QUEST descriptive search tool introduced.
- 2000 National Automated Fingerprint Identification System (NAFIS) launched in England & Wales. This included an interface to the PNC Names file to keep updates automatically in step. In 2005 NAFIS was renamed IDENT1, a wider biometrics platform including palm prints. The Scottish fingerprint database was incorporated in 2006.
- 2001 Link established between National DNA Database and PNC Names file.
- 2002 Drivers Licence file, based on a copy of DVLA data, made available for enquiry through PNC.
- 2003 ViSOR launched, specialist database of detailed records on violent and sexual offenders.
- 2004 Bichard Inquiry Report published. Two of its main recommendations were the development of a national intelligence system and the transfer of responsibility in England & Wales from the Police Service to the Courts Service for the input of court results on PNC.
- 2005 Impact Nominal Index introduced, the first phase of the national intelligence system.
- 2007 National Firearms Licencing Management System launched, including an interface to PNC Names.
- 2008 Courts in early "Bichard 7" adopter forces started to update PNC with court results.
- 2010 NPJA took over responsibility for management of the Microfiche Library.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 8</span>

The most significant change occurred when the Phoenix project came to fruition on 22 May 1995. The record keeping function of the National Identification Service (NIS) was largely replaced, with forces then becoming responsible for the entry and maintenance of information relating to arrests and to Court results. It became possible to record a much wider variety of descriptive and personal information.

The remaining national record keeping services provided by NIS have either ceased or been contracted out, primarily to the PNC Bureau of the Metropolitan Police (SCD26). See [section 2](#) of this chapter for further details.

The offences entered onto PNC Names are recordable offences only, together with any other non-recordable offences in the same proceedings. From 1<sup>st</sup> April 1997 the scope of offences was increased to include some additional minor offences, the recording of which is necessary for police purposes.

The ability to search the Names database by parameters other than name or number, such as description, offence type, home address or other location, is available using QUEST. A number of other future developments are being considered, including linking facial images and documents to Names records.

As a consequence of the Phoenix project there is an option for forces to install a link between a local system and the PNC, known as a Phoenix Force Interface (PFI). By updating the local system with compatible data forces can send that information directly to the national Names file and avoid 'double keying'. Examples of PFI systems include the Scottish Criminal History System, NSPIS Custody and Niche. The precise details of the update facilities available through these PFIs cannot be described here, as they are highly dependent on the local system and the individual implementation. Even where this is comprehensive it is still necessary for some updates to be carried out via DCTs or SRG terminals. It should be noted that PFI updates are not instantaneous; there is a delay between the update of the local system and the extraction of the data for transmission, a delay for transmission, and a delay for applying the updates received by PNC, which is scheduled to occur 20 times per day. This must be borne in mind when a record created or amended over this type of interface is to be subsequently accessed or amended via a DCT or SRG terminal.

The quantity, timeliness and quality of information are essential to the success of PNC Names and QUEST. PNC is the definitive national record of convictions, and individual forces are responsible for the accuracy of their entries into that record. Proper quality control procedures must be instituted, and access to update facilities must be controlled. The output from the daily activity file (DAF) is an important facility for checking the quality, timeliness and validity of updates.

Issues in relation to data quality and compliance are described in the following documents:

- *Phoenix Data Quality*, published by the Police Research Group in 1998
- *PNC Compliance Strategy*, published in the ACPO Information Management Strategy in 2000
- *On the Record*, published by HMIC in 2000
- *PNC Data Quality and Timeliness*, published by HMIC in 2001
- *PNC Data Quality and Timeliness – 2<sup>nd</sup> Report on the Inspection*, published by HMIC in 2002
- *The Statutory Code of Practice for PNC*, effective from January 2005

PNC Names is a very valuable operational tool with intelligence and investigative capabilities. It will only be successful if accurate and complete information is collected at the time of arrest and entered onto the Names database. Many data items are described as optional. This should not be taken to indicate that there is no need to collect that information. The term 'optional' indicates that, technically, it is possible to create a

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 8

record without that information. If only the mandatory items are collected and entered then the potential of Phoenix as an aid to operational policing will be reduced.

A record can be created for a number of reasons, including:

- A person who is the subject of a record originally created and held at the NIS.
- A person who has been arrested, charged or reported for summons for the commission of, or involvement in, a recordable offence.
- A person who is wanted for committing a specific offence.
- A person who is wanted for the non-payment of fines imposed by a Court.
- A person who has failed to appear at a Court in answer to a charge made against them.
- A person who has been excluded from entering certain establishments (e.g. football grounds, licensed premises etc) by a Court.
- A person who has been reported missing or has been found.
- A person who has absconded from, or who is subject to recall to, a detention centre, a prison, youth custody or a remand centre etc.
- A person who has deserted from the Armed Forces.
- A person whose whereabouts are sought for other police purposes, e.g. as a witness to an incident.
- A person who has been disqualified from driving a motor vehicle on a road by a Court.
- A person who is subject of a particular type of Court Order.
- A person who has an entry on the National Firearms Licensing Management System.

All the instances mentioned fall into one of the four categories below, which are further explained fully within this manual. At least one of these elements must be present for a record to exist:

- Offence Processing (dependent upon the Back Record Conversion programme)
- Wanted/Missing
- Disqualified Driver
- Firearms Certificate Holder

Fingerprints should support any record with an Offence Processing element. Once taken, fingerprints are used to confirm the identity of the subject of a record against fingerprints previously obtained. Records may exist on the PNC without fingerprint support but it then becomes very difficult to prove a person's identity or conviction to the satisfaction of the Court without them.

Equally, if records are not supported by fingerprints, the result can be duplicate records existing for the same person. This is particularly a problem when subjects are added to the application with Wanted, Missing or Disqualified Driver elements, for which there may be no power to obtain fingerprints.

## **2. OVERVIEW OF NATIONAL RECORD KEEPING FUNCTIONS**

### **2.1. Introduction**

This section provides a summary of national record keeping functions that were previously carried out by the National Identification Service (NIS). Except where stated these are now carried out by the Metropolitan Police PNC Bureau (SCD26).

### **2.2. Fingerprints**

NPIA (Identification) - formerly the National Fingerprint Office within NIS - holds fingerprints up to the time that IDENT1 was implemented and also keeps a statistical record of fingerprints that have been rejected as sub-standard.

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 8</span>

A register on the PNC provides a record of both existing and deleted CRO and PNCID numbers. The manual NIS fingerprint register has been retained but is no longer updated.

### 2.3. Microfiche Record Library

A microfiche library of some 5 million records is archived at the Hendon Data Centre. The need for microfiche records will be dependent upon the extent of Back Record Conversion (BRC). The microfiche are available on demand to supplement the information provided on the Names database, and must be requested on form MAR5 via the nominated force email address by emailing [REDACTED]. Until March 2011 a fee was payable for each microfiche provided, but this no longer applies (see PNC L/O Letter 2011/042 for further details).

A limited support service to the library, such as despatch, error correction and problem solving is available to support individual force needs. This operates 0800-1600 on Mondays to Fridays only, excluding bank holidays.

Subject to the proper procedures being followed, i.e. completed MAR5 form from an authorised signatory being emailed in advance, urgent microfiche requests can be accommodated. This can either be a telephone request for the microfiche to be emailed within an hour or, exceptionally and at the discretion of the Library Supervisor, the microfiche content to be provided by phone (see PNC L/O Letter 2010/030).

Forces are responsible for the Back Record Conversion of records when they come to notice. Similarly if the Disclosure Services (CRB, Disclosure Scotland and Access NI) get a match on a record in need of back record conversion, they will initiate the BRC procedure. The ACPO Criminal Record Office (ACRO) will carry out the required BRC on their behalf. The email address for this purpose is [REDACTED]. To back record convert a record fully the data must still be obtained from the Microfiche Library, either by ACRO or forces.

### 2.4. Subject Access

The ACPO Criminal Records Office (ACRO) provides a national service for persons requiring subject access to personal data held on the Police National Computer under Data Protection legislation. Enquiries by police forces may be sent to [REDACTED].

### 2.5. Maintenance of Records by NPIA Reconciliations Team

There are instances where the contents of a file are called into question, i.e. suspected incorrect data, which is either removed, altered, or proved correct, and force access levels do not permit them to update the record. This work is carried out by the Reconciliations team within NPIA. They also take action where the merger (makeover) of two or more records cannot be achieved at force level because of multi-ownership of records; amendments to PNC filenames and other NASCH factors; gender reassigned; other specialist functions (see PNC L/O Letter 2010/029).

If, as part of the update action, a Names record which may be identical is found, the record should bear an Internal Cross Reference of MAY BE IDENTICAL TO cross-referring both records.

### 2.6. Foreign Police Information

When forces create or update the records of foreigners who commit recordable offences in this country, DAF prints are generated for the benefit of the UK Central Authority for the Exchange of Criminal Records (UKCA-ECR) in respect of every offence committed by

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 8</span>

a foreigner. The DAFs are collated by country and the UKCA-ECR send them to EU Central Authorities for EU nationals and to SOCA (Multilateral Operations) for other nationals, for onward transmission as deemed appropriate. They also provide a copy of the fingerprints of foreign nationals first convicted in Great Britain (other than USA or Eire, where they are notified on arrest) to ICPO for onward transmission to the relevant country. Fingerprint searches are also carried out upon request from ICPO.

Since the implementation of the Coroners and Justice Act 2009 it has been permitted for foreign convictions of EU and non-EU nationals to be used in court for defendants, victims and witnesses. For serious offences investigating officers need to make requests for foreign conviction data through the UKCA-ECR for EU nationals and SOCA for non EU nationals. Relevant offences are added to PNC by UKCA-ECR or SOCA (see PNC L/O Letter 2011/017 for further details and the list of EU offences that may be added to PNC, following a request to another member state). Note that forces themselves **must not** add any such conviction data they receive to PNC as this would be in breach of the framework agreement (see PNC L/O Letter 2010/067).

The UKCA-ECR also receives notifications of UK nationals convicted in EU countries and on receipt loads the convictions onto either an existing PNC record or a new record if none currently exists.

## 2.7. Police Service of Northern Ireland

The Police Service of Northern Ireland (PSNI) maintains Northern Ireland records and only those with a connection with the mainland are also held on PNC Names. Relevant record keeping information sent by the PSNI is added in the same way as described for foreign police forces. This arrangement is currently under review.

Force IDENT1 bureaux send fingerprints of persons with a connection to Northern Ireland to the PSNI on arrest.

## 2.8. Deportation

Persons deported from this country fall into two distinct categories, i.e. those against whom an official Home Office Deportation Order has been made and those who voluntarily agree to leave the country.

### 4.1.1 Home Office Deportees

In more serious cases (not necessarily criminal), the Home Office may issue an Executive Deportation Order, which makes the subject liable to arrest if found in the UK. In these cases the Information Marker DEPORTEE OR ERS is added to any existing PNC record by SCD26.

Before any arrest is made as a result of the DEPORTEE OR ERS Information Marker, enquiries with the Overseas Visitors Registration Office **must** be made to ensure that it is still valid. Revocation requires Home Office sanction, therefore early consultation with the local Immigration Office is strongly recommended when dealing with such a person.

### 4.1.2 Others

Aliens arrested for recordable offences (including Asylum & Immigration Act 1996 offences) may be prosecuted in the normal manner or returned to their own country prior to a court appearance.

Where the decision to prosecute is made, the decision of the court will be entered in the normal manner onto the PNC, including any recommendation for deportation.

If, as a result of the recommendation of the court, the Home Office issues an Executive Deportation Order, SCD26 will be notified and the action specified above at [section 2.8.1](#)

<b>The PNC User Manual, version 12.01</b>
For Use by Authorised Staff Only <span style="float: right;">Chapter 8</span>

will be carried out. The fact that the subject of a criminal record has been deported from another country is generally no more than useful antecedent history. This information may be added to a record at the Record Other Details screen (see [Chapter 11, section 47](#)).

### **2.9. Extradition**

In England, Wales, the Channel Islands and the Isle of Man, extradition proceedings are commenced at Westminster Magistrates' Court by the arresting force, and PNC entries are made and managed by that force. For arrests in Scotland the subject should be shown as appearing at Edinburgh Sheriff Court, and in Northern Ireland at Belfast Magistrates' Court.

### **2.10. Prison Information**

Prisoners released after serving part of their sentence are issued with documentation detailing conditions of early release and a copy of this information is sent by the prison, where the prisoner was released from, to SCD26 for update on PNC. Forces are entitled to update this information if local arrangements are in place.

If there is a local necessity to add release details to PNC as a matter of urgency the force should do so. If there is no perceived urgency, SCD26 will add the details to PNC upon receipt.

### **2.11. Phoenix Update**

Details of persons who have been made subject of the Prevention of Terrorism Act 1996 are notified to SCD26 from the National Joint Unit of Special Branch. An EXCLUSION WM report is entered using the Fce/Stn code 65JU where appropriate.

These reports have an unlimited weed date, but can be reviewed by the Home Office. Orders applicable to the Channel Islands are subject to a three-year weed, entered in the Locate/Trace category and are pertinent to the Islands only.

Persons released on parole from penal establishments before the expiry of their full sentence are released on an order issued by the Secretary of State. Should this order be withdrawn, a Recall to Prison order is issued and a copy of the order is immediately passed to SCD26, who are responsible for updating the PNC and instigating enquiries to have the subject arrested. They also process the documentation following notification of arrest. A RECALL WM report will be added to the PNC using the Fce/Stn code 02RC where appropriate. Recalls to Scottish prisons are added by SPSA.

Where an address for the subject is quoted a message will be generated from the Metropolitan Police to the Home Force, requesting enquiries.

If the subject is not arrested within 14 days the case will be published in the Police Gazette.

### **2.12. Police Gazette**

The publication of Police Gazette is undertaken by NPJA. All references to cases will be entered onto the Police Circulation element of the relevant Names record.

### **2.13. National Method Index**

The National Method Index, based at New Scotland Yard, collated information regarding persons convicted of offences where the method of operation in the commission of the offence was unusual or distinctive. The National Method Index closed in March 2006.

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 8

MO Information Markers shown on PNC records are still live at this time but no action should be taken.

**2.14. Liaison and Management Co-Ordination**

SCD26 provides a liaison and co-ordinating role to deal with difficulties that occurred after the introduction of computerised records on the PNC. During office hours contact

**2.15. Terrorism Cases**

The advice of Special Branch **must** always be sought at the earliest possible stage of an arrest with terrorist connotations. While all charges, whether terrorist or otherwise, may be dealt with in the normal manner, the update of PNC in cases which involve arrest initially under the Prevention of Terrorism Act (POT) will be dealt with by SCD26 on instruction from the National Joint Unit (NJU) at New Scotland Yard. If normal charge procedures are subsequently commenced, the force dealing will add the Arrest/Summons report to the record in the normal way. The review/deletion of cases under POT procedures are the responsibility of the NJU.

**2.16. Manual Weeding of Records**

NPIA Reconciliations Team will undertake to weed records on behalf of forces if the record falls into one of the following categories:

1. It is an Exceptional case as defined by the Retention Guidelines for Nominal Records held on the PNC and the request has been considered by the ACRO Exceptional Case Officer, who has allocated a reference number.
2. It has been authorised by a Chief Constable to be deleted.
3. There is one minor unresulted conviction on the record, which has been there for a considerable time without being resulted.
4. An administrative error has occurred, e.g. a conviction has been shown in error when it was quashed or discharged prior to the Retention Guidelines coming into place on 1<sup>st</sup> April 2006 and under normal circumstances would have been deleted.

**Records will not be deleted under any other circumstances.**

**The PNC User Manual, version 12.01**

For Use by Authorised Staff Only

Chapter 8

**3. IDENT1 (FORMERLY NAFIS)**

All forces in England, Wales and Scotland are connected to the IDENT1 system. Fingerprints are scanned into IDENT1, either in paper format or electronically (via Livescan).

If the demographics received from PNC contain a CRO Number, the images are sent to the Bureau and displayed on the screen so that two Fingerprint Officers can compare this set against the set that was scanned in. If they are the same, the record is closed out onto the IDENT1 database and a Confirm message is sent to PNC, which updates the related Arrest record.

If the fingerprint images are different or the message from PNC doesn't contain a CRO Number, a search of the IDENT1 database is made. If a match is found those fingerprints are added to the record and a Confirm message is sent to PNC as above.

If no match is found a CRO Number will be issued to the newly created record, though if the fingerprints are of poor quality or administration information is incorrect the fingerprints can be rejected.



**The PNC User Manual, version 12.01**  
For Use by Authorised Staff Only Chapter 8

**NOTES**

## **CHAPTER 9 – HELP FACILITIES**

Several types of on-line help are available on the PNC. Additionally, a document known as the *Data Definitions* is a valuable source of reference when using the PNC Names application. These are explained in the following paragraphs.

### **1. HELP FIELD**

On most PNC screens, a 4-character 'HELP' field appears on the bottom line near the centre. This field requires input of either a 4-character Force/Station code or a Force code preceded by 'F', e.g. 13DC or F45.

On pressing 'SEND', the relevant screen will be displayed, showing details of addresses and telephone numbers for the Station or Force. This is particularly useful where a code appears on a report, as contact may be made with the report owner without having to abandon the current transaction.

### **2. HELP SCREENS**

Help screens are attached to each field on PNC applications. Their function is to assist an operator by describing the field and what the required input is. In some instances there may be assistance provided on how to deal with any errors that may have resulted from incorrectly entered data. Help screens are displayed by input of '?' in the first character position of the required field and pressing 'SEND'.

Pressing 'SEND' again will clear the Help screen.

### **3. HELP TABLES**

On some Help screens, extra help is available in the form of tables that contain all the possible options for input to that field. The Help screen is accessed in the same manner as described above. When the Help screen is displayed access to information to populate the specific field becomes available. Most tables supporting Help screens are text accessed in one of two ways:

- By entering the first characters of the required input. 'COM' would output 'COMMUNITY REHABILITATION ORDER' on the Disposal Type help screen. If '\*' is input in this case, a full list will be displayed.
- A text string which may occur anywhere in the list. 'UNI' would output 'UNITED STATES' and 'TUNISIA' on the Nationality Table. Input of '\*' in this case is not permitted.

Operators must be aware which type of field is in use in a particular help table in order to find the relevant entry (e.g. in relation to the Method Keywording Help table for VICTIM, input is either of the above. Input of 'ELDERLY' in the 'First Characters' field will produce 'NO MATCHING VALUES', but input of the same detail as a 'Text String' will produce all entries containing 'ELDERLY', 'MALE ELDERLY' and 'FEMALE ELDERLY'.)

Several Help tables contain lists that continue over a number of pages and some have "levels" which give further detail of abbreviated entries. In these cases, the following may be input in the first character position:

- '+' If more than one page exists, this character will move to the next page. This is the default. Pressing SEND will advance one page.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only
Chapter 9

- '-' May be input to return to the previous page. This is only valid after the '+' has been used.
- 'Q' Quits to a previous level or, if only one level exists, returns to the main Help screen.
- 'A' Abandons Help and returns to the input field.
- 'X' Used to mark any line, which will result either in moving to the next level or, where no further level exists, quitting Help and copying the marked entry to the input field.

As well as accessing the Help tables by the method described above, they can be reached by using the transaction codes #QO or #QN and specifying the table to view. Navigation around tables is as already described.

#### 4. DATA DEFINITIONS

The document entitled *Phoenix System Data Definitions*, referred to as *Data Definitions* in this manual, is a comprehensive guide to the valid entries and their interpretation for every field that can be updated or displayed within the PNC Names application. It is maintained by NPIA and issued to customers on a periodic basis.

The Data Definitions may be particularly useful in the following circumstances:

- for additional detail when the Manual is restricted by space considerations
- for the most up to date source of entries in important fields such as MO keywords and Occupations (including those which are Notifiable)
- to answer complex questions relating to areas such as offence processing and disposals
- when designing or developing interfaces between local systems and the PNC
- to provide advance information about future projects, e.g. Schengen (note that the Data Definitions are updated when an entry becomes valid within development software, even if the entry or facility is switched off on the LIVE system)

**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 9

**NOTES**

## **CHAPTER 10 – HISTORICAL BACKGROUND TO RECORD KEEPING**

### **1. INTRODUCTION**

Many of the records held on the PNC were originally created and maintained manually at the National Identification Service (NIS) from source documents submitted by forces. Approximately 20% of the 5 million manual records have not yet been back record converted onto PNC and there are occasions where the archived manual records will have to be examined:

- To obtain full conviction information. All manually held records have a nominal entry on PNC but PNC does not hold all information on convictions for all records. The status of a particular record can be determined by examination of the AM page where BRC status is recorded.
- For serious offences to access historic intelligence.

In order to obtain full value from any such examination the reader should be aware of how the source papers were processed and this section seeks to provide an insight into the practices and procedures employed by the NIS.

The NIS was the central registry of persons convicted and/or awaiting trial for any REPORTABLE offence, i.e. one designated as suitable for central recording by ACPO (in consultation with the Home Office).

Records were kept in paper form at the Criminal Record Office (CRO), New Scotland Yard, backed by the fingerprint department of the Metropolitan Police.

In 1980 the records and fingerprints department merged in situ to form the centrally funded NIB (National Identification Bureau) which later became NIS. All the paper files were microfilmed and stored in transparent plastic envelopes known as microfiche "jackets".

Each row was designated to hold specific data usually recorded on special forms, discussed in detail below. The first row held details of the arrest/reporting for summons of a person, for a reportable offence. This row was usually made up of copies of the form NIB74A.

The second row contained details of case results, which were usually obtained from forms NIB74B and should have corresponded to the documents and case information held on the first row.

The third row was utilised to hold useful antecedent information about the person (e.g. which schools they attended, what employment they were in and/or whom they lived with etc). This was normally recorded on the form NIB74C.

The fourth and fifth rows were used to store any other additional, miscellaneous information known about the person (e.g. Prison forms 99 regarding release from a prison etc).

While the "updateable" microfilm jackets themselves always remained within the NIS, non-updateable copies (diazos) were produced easily and sent to any authorised user on request, e.g. a force records department.

Names and basic descriptive details of all subjects were held on the PNC, together with brief conviction/impending prosecution histories of those convicted after 1980. This information can still be accessed where a record has not been the subject of BRC - see [Chapter 8, section 2.3](#) for details of the current procedure. A copy of the microfiche details will be sent by email.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 10</span>

**2. PROCEDURES**

In order to ensure source data came from authorised users, NIS only processed documents received on the specially designed forms NIB74A-G series. These are discussed in detail below.

**2.1 NIB74A**

When a person was reported for summons or charged with a reportable offence, the force dealing with that person notified the NIS using the form NIB74A (or its own equivalent form), which held descriptive details of the subject and details of the offence for which they were being reported. This form was usually accompanied by a set of fingerprints.

NIB74A forms received at the NIS fell into two distinct categories:

- those referring to people who already had reports recorded against them (recidivists)
- those who did not (first cases)

While both types were used to create a PNC Impending Prosecution (Conviction Standard only), it was the descriptive data taken from the first case NIB74As that was used to form the basis of the subject's PNC nominal record. Subsequent NIB74As (recidivists) only instigated amendments to the record.

The NIB74A and fingerprints were examined and if of a good enough standard they were processed at the NIS. Those that fell short of the required standard were returned to the originating force with a covering letter explaining the reason for the rejection.

If as a result of fingerprint analysis by the NIS it was discovered that a subject already had a record under another name, the force concerned was informed of the true identity and the new "false" name was then added to the record as an alias.

If the subject was not identified as a recidivist a new record was created and allocated a unique NIS (CRO) reference number to which all future updates/enquiries were addressed.

This unique reference number existed in one of two forms:

- Full NIS (CRO) number, used on records supported by fingerprints (still used)

It consisted of a sequential number up to 6 digits in length (leading zeros being omitted), followed by an oblique, then a year element relative to the year when the record was created. The final character was a computer generated check character, e.g. 123456/93Z.

- SF NIS (CRO), allocated where no supporting fingerprints were held (no longer used)

It consisted of the letters SF followed by a year element relative to the date the record was created, an oblique, then a sequential number of up to 6 digits (leading zeros being omitted) and the final check character, e.g. SF68/654321F.

**2.2 Makeovers**

Whenever it came to notice that a person had been allocated two NIS (CRO) reference numbers, the records were merged (this process is also known as a Makeover) as follows:

- I. NIS (CRO) and NIS (CRO): merged under the earlier number
- II. SF and SF: merged under the earlier number
- III. SF and NIS (CRO): merged under the NIS (CRO) number

Cases as at I) were always initiated by the fingerprint section of the NIS and those at II) and III) usually by the force having personal knowledge of the subject.

<b>The PNC Manual, version 12.01</b>
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<b>For Use By Authorised Staff Only</b>	<b>Chapter 10</b>
---	-------------------

The NIS did not automatically make over all SF suggested merges and if any doubt existed about the suggested make over (i.e. a variation in colour or sex) the forms were returned to the force with copies of both microfiche records and a request to confirm.

The NIS did not request force confirmation in those cases where identity was supported by unique data such as a crime reference number.

Where an existing SF number was made over to a full NIS (CRO) record, but the case was not proceeded with or the subject was acquitted and the fingerprints destroyed, then the original SF record was reinstated.

### **2.3 NIB74B**

Initially attached to the NIB74A was a form NIB74B containing a copy of the descriptive/offence data shown on the NIB74A and space on the reverse for details of the case disposal to be reported. This document was returned to the originating force confirming identity and also acting as a vehicle to report the disposal in due course.

Upon return of the completed NIB74B, the form was added to the subject's microfiche record and, if the record was of Conviction Standard, the disposal details were entered onto the PNC.

Care was exercised to try to ensure that offences and sentences corresponded and made a logical and complete addition to the file.

Due to limitations imposed by the PNC prior to the computerisation of NIS records, only results that were clearly convictions could be shown, and others had to be dealt with in one of the following ways:

- a) Destroy all PNC, fingerprint and microfiche reference to the subject (e.g. first case acquittals etc.)
- b) Destroy all PNC and fingerprint reference to the particular offence, but keep copies of the related NIB74s on microfiche marked "NOT TO BE CITED AS A CONVICTION" (e.g. recidivist acquittals etc.)
- c) Remove the associated Impending Prosecution on the PNC and enter a "Refer to File" marker (first case adjourned sine die etc.)

Occasionally Courts (especially Magistrates Courts) exceeded their legally permitted powers when sentencing offenders, e.g. too many hours community service. Provided it was not a gross error, the NIS policy was to record results as seen.

### **2.4 NIB74C**

The form NIB74C (antecedent history) usually accompanied the NIB74A to the NIS. This form was added to the microfiche record only.

### **2.5 NIB74D**

Used to add or amend data on subjects that were not currently being processed via forms NIB74A/B.

### **2.6 NIB74E**

The form NIB74E was an internal NIS form used to consolidate previous convictions into a concise chronological list.

### **2.7 NIB74F**

The NIB74F form was an aide memoire giving instructions for completion of the NIB74 series of forms.

### **2.8 NIB74G**

This form was a notice used by the Central Court of Criminal Appeal to notify the NIS of successful appeals.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 10
------------

**2.9 Prison Release Forms (Form 99)**

Until October 1992, when a person was released from prison following a conviction for a reportable offence, brief details were submitted to the NIS on Form 99, together with fingerprints taken whilst in prison.

The form was added to the subject's existing microfiche record or, where no record existed, used as a source document to create a new NIS record. If no police report of the sentence was found, a copy of the form 99 was sent to the force concerned with a request that completed forms NIB74A/B be submitted.

As from October 1992 prisons took and sent copies of fingerprints to the NIS on reception into prison following conviction for ANY criminal offence.

On release from prison, a copy of the subject's "Release Papers" were sent to the NIS for addition to the subject's record in order to create a central record of persons "At Risk" under sections 32-51 of the Criminal Justice Act 1991. This work is now undertaken by the Metropolitan Police PNC Bureau (SCD26).

**2.10 Foreign Nationals**

Under international agreement the NIS were obliged to supply the police authorities of any ICPO-affiliated country with a copy set of fingerprints of any one of their nationals convicted for the first time, within the UK, of a recordable offence. As part of this agreement NIS also created/updated files of UK subjects convicted of recordable offences in member-state countries. See [Chapter 8, section 2.6](#) for details of how this work is handled now.

**2.11 Method Index**

This section of the NIS was involved in the collation of information regarding the methods employed by offenders to commit crimes of a serious nature or unusual modus operandi. The information used to be obtained from the NIB74A, and was latterly collated from daily printouts from PNC of crimes that were of interest to the Method Index. This information was entered into a local computer, which was used in the speculative searching of those records contained in its database. The Method Index closed in March 2006.

**2.12 Back Record Conversion**

Considerable amounts of data are still held on the microfiche of persons who first came to notice before the computerisation of the NIS records. Ideally, all this data should be "converted" to the PNC, but cost constraints dictate that a more structured as-and-when-necessary approach be adopted.

A daily list is printed for NPJA showing records updated by forces which have not been BRC'd. If BRC is being undertaken note that **all** A/S entries must be BRC'd and not just the most recent one, otherwise the Criminal Records Bureau will not be aware of the subject's full conviction history.

Particular care must be taken in respect of Scottish offences due to the different weeding criteria that apply (see PNC L/O Letter 2010/087 and its attachments).



**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 10

**NOTES**

## **CHAPTER 11 - THE NOMINAL ELEMENT**

### **1. INTRODUCTION**

Each record held on this application relates to one person and will contain any one or a combination of the following elements:

- Offence Processing (Criminal Record)
- Wanted/Missing
- Disqualified Driver
- Firearms Certificate

Names are not held on the system unless they fall into at least one of the above categories. With each of these categories the record will contain some Nominal data, such as:

- the search factors (name, date of birth, sex, colour, height)
- other details which might aid identification, refer to the sources of information or warn of potentially dangerous characteristics
- references such as a system generated Police National Computer Identity number (PNCID), a Driver Vehicle Licensing Agency (DVLA) Driver number and a Criminal Records Office (CRO) number, if applicable.

This chapter will discuss how to enquire on the Names application, how to interpret information and maintain the Nominal data.

### **2. NAMES ENQUIRY TRANSACTION (#NE)**

The most common way of carrying out an enquiry within the Names application is to use the transaction code #NE. This enquiry can be made by using either formatted or unformatted screens. Both methods are described below. A search of the application can be carried out using a Name along with, where known, a Date of Birth, the Sex, Colour and Height of the subject (these items are collectively referred to as NASCH factors), or a permitted reference number. When a Name is used to search the Names application, the Names matching system is employed to produce a response. It is important to understand how the names matching system works if successful use is to be made of this application (see [Chapter 19](#)).

### **3. FORMATTED ENQUIRY**

To carry out a transaction using the format, the first three fields of the data screen (i.e. Transaction Code, Originator and Reason Code) must be completed. (Full instructions for these elements are contained in Chapter 1, section 7). The relevant format is then produced for completion. The opportunity is given to enter a name, together with other optional descriptive details if known, or a permitted reference number.

### **4. SEARCH FACTORS**

#### **4.1 Name**

All persons recorded on the PNC Names application are identified primarily by their names. This field **must** be completed, unless the number field is being used. The minimum input in this field is 2 characters (including the oblique stroke) and the

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>
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maximum 54 characters. The surname is **always** entered first, followed by the forenames or initials where known, e.g.

**COOK/** Note the oblique stroke to indicate the end of the surname.

**COOK/E/A** Surname and each forename or initial is separated by an oblique stroke.

**COOK/EDWARD/ALAN** The complete name.

The oblique stroke must **always** be included after the surname (except where it is 54 characters or more in length) and between each forename and/or initial. It is **not** included after the last forename or initial.

If a SURNAME is exactly 54 characters in length then the oblique stroke is omitted. If the name exceeding the maximum permitted 54 characters then the first 53 characters, including any oblique strokes, are inserted and a "+" inserted in the 54th character position to indicate that more characters exist but cannot be included in the computer record.

#### 4.2 Nicknames

Nicknames can be recorded and searched on PNC. The input of a nickname is as it would be in written form, e.g. MICK THE KNIFE/.

#### 4.3 Permissible Characters

All alpha characters A to Z

Full stop after "ST" or "STE" ONLY, e.g.

Hyphens, e.g.

Apostrophes, e.g.

Spaces, e.g.

Spaces do not have to be input.

**ST.JOHN  
HALL-BROWN  
O'CONNOR  
DE HAVILLAND**

#### 4.4 Titles

Titles such as "REV", "DR", "SIR", "LORD" or "PROF" must not be included in the NAME field.

#### 4.5 Compound Names

On occasions where a compound (double or triple barrelled) surname is used, it should be input with a hyphen between each component, e.g. **BARTLEY-HILL-JONES/**.

#### 4.6 Company Names

Company names may be searched in the same way, using the name of the company as the surname, followed by an oblique and the word "Company", e.g.

**MARKSANDSPENCER/COMPANY.**

Internet companies may be recorded with DOTCOM/COMPANY as forenames, so it may be worth including "Dotcom" in the search, e.g. **SKY/DOTCOM/COMPANY.**

In order to ensure the best possible search, the following rules apply:

- Replace obliques and hyphens with spaces

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

- Convert "&" to the word "AND"
- Omit all non alpha-numeric characters
- Convert numeric to words e.g. "A2B Taxis" becomes "ATWOB TAXIS/COMPANY"
- Omit "Limited" , "Ltd.", "Public Limited Company", "PLC", "CO" and "Company" from the surname element
- If still more than six words, delete the seventh onwards
- If more than 46 characters, remove 47 onwards

The computer will then search on all combinations of that name and produce responses accordingly. If any difficulty is experienced with unusual or foreign names or no record matching the search factors input is found, then various permutations of the names **should** be tried (see [Chapter 19](#)).

#### 4.7 The use of "Information" as a Surname

In a few rare instances persons may come to police notice whose name is not known, e.g. in the case of a person having lost their memory or a body found. There may be occasions where a person refuses to supply their details when dealt with for an offence. These people can, **as a last resort**, still be added to the PNC provided the pseudonym of **INFORMATION** is used as their Surname and where possible an approximate Date of Birth. Forenames and exact Dates of Birth, because they are usually unknown, would have been omitted from the record. However other factors such as Sex, Colour, Height and as full a description as possible **should** have been added to the record when created. **Do not use other terms like DETAILS REFUSED or BODY FOUND as the surname.**

The QUEST facility should be considered to aid identification before using the pseudonym INFORMATION. Where a person refuses details and is entered as INFORMATION/ then as soon as they are identified the pseudonym INFORMATION must be deleted from the record XXXXXXXXXX.

#### 4.8 Names Enquiry - Other Data

The following data items may also be used as supplementary information to a names enquiry (#NE) if it is not used for number enquiries.

##### 4.8.1 Date of Birth

A full date of birth should be entered if known but it is not essential. It may only be input in one of the following ways:

DDMMYYYY, e.g. 21011963

MMYYYY, e.g. --011963 or ..011963

YYYY, e.g. ----1963 or ....1963

(where the . character represents a space).

The PNC **will not** accept non-existent dates, e.g. 29021943 or 31041946 or future dates. Combinations other than those shown above, e.g. DD..YYYY. 31--1963, are not permitted.

##### 4.8.2 Sex

This information, if used, should be input as one of the single character codes below.

- M = MALE
- F = FEMALE
- U = UNKNOWN

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

## 4.8.3 Colour

This information, if used, should be input as one of the single character codes below.

- W = WHITE
- N = NON-WHITE
- U = UNKNOWN

## 4.8.4 Height

Height is entered in the following manner:

F510 (i.e. 5 feet 10 inches) or  
M177 (i.e. 1 metre 77 centimetres)

Measurements of less than F200 (M061) or more than F811 (M272) will not be accepted by the system.

## 4.9 Number

With the exception of PNCID numbers each type of reference must be preceded by additional characters, called **NUMBER TYPE INDICATORS**, to denote the nature of the reference (e.g. AS for an Arrest/Summons reference). Validation or Check characters are also required in some cases.

## 4.9.1 PNCID

Each record on the PNC is allocated a unique computer generated reference when it is first created on the system. This is called the PNCID and it consists of a two digit year element (relative to the year in which the record originated), up to a seven digit serial number (leading zeros are omitted), followed by one computer generated check letter, e.g. **90/570L**.

## 4.9.2 Arrest/Summons reference

This is a reference generated by the PNC and given to every new "CASE" (arrest/summons details) entered onto the system. The reference consists of a two digit year element, an oblique, a standard Force/Station identifier (made up of 4 characters, e.g. 13HQ, or 0000 if the reference has been generated by the PNC), and an oblique. This is then followed by a two character Force system number (if created by the PNC this will be seen as 00), an oblique, followed by a serial number of up to 11 digits concluding with a check character. When using this reference to enquire upon it must be preceded by AS and a space character, e.g. **AS 02/13HQ/01/234156H** or **AS 02/0000/00/56832J**.

## 4.9.3 CRO Numbers

CRO numbers were issued to records by NIS when it was their responsibility to match fingerprints to records. Since IDENT1 this is no longer the case. An entry made to PNC will be matched by IDENT1, which will issue a CRO number to the record if it is found that a record with supporting fingerprints does not already exist. The CRO numbers are made up as follows:

- Full CRO Reference

A full CRO reference is allocated to records where a fingerprint file relating to the subject exists. It consists of a sequential number up to 6 digits in length (leading zeros being omitted), followed by an oblique, then a year element relative to the year when the

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

record was created. The final character is a validation or check character, e.g.

**123456/93Z.**

- SF CRO Reference

An "SF" CRO reference consists of the letters SF (representing the term "Search File") followed by a year element relative to the date the record was created, an oblique, sequential number of up to 6 digits (leading zeros being omitted) and a check character, e.g. **SF68/654321F**. These were allocated to records created by the NIS where either no fingerprints were forwarded to them, those received were illegible or the fingerprints have since been destroyed. These are no longer issued, but may be found on pre-1995 records.

N.B. Prior to 1965 "SF" references contained no year element, e.g. SF321456D. Upon introduction of PNC2 all pre-1965 "SF" CRO references were converted to contain a year element, thus standardising SF references. To retrieve a record with a modified pre-1965 SF reference, where the year element is not known, the reference should be quoted in full, with the same validation character, but in the format of a post-1965 reference. The year element may be replaced by two asterisks, e.g. **SF\*\*/135246B**.

When enquiring on these references "CRO" and a space character must precede them, e.g.

**CRO 123456/98P** or **CRO SF92/654321F** or **CRO SF\*\*/43234D**.

#### 4.9.4 Driver Number

Driver Numbers are made up of the following:

- Up to the first 5 letters of the surname of the subject (if less than 5 letters exist in the surname then the number 9 is used to fill the remaining character spaces).
- The 6 character Date of Birth of the subject, constructed as follows: the decade and year of birth form the first and last numbers, e.g. 5MMDD8 = 1958.
- Month of birth forms the second and third numbers, e.g. 509DD8 = September 1958. In the case of a female subject, the second number should be increased by 5, e.g. 559DD8 would correspond to the male example above. A female born in October 1958 would be symbolised as 560DD8.
- Day of birth forms the fourth and fifth numbers, e.g. 509248 = 24th September 1958. In the case of a female subject 559248 would relate to the same date of birth.
- The first two forename initials follow the date of birth. If only one initial exists a number 9 is used as a second character.
- "Tie Breaker". This is used to differentiate between two or more records pertaining to subjects who have the same first five letters of their Surname, Date of Birth, Sex and Forename initials. The tiebreak starts at the number 9. Subsequently DVLA created records descend the numerical scale, i.e. 8, 7, 6 etc.
- "Check Characters". The preceding characters determine their construction.

When using this number to enquire upon it must be prefixed by DR then a Space character, e.g.

**DR ROBIN512098KN9SJ** for a male or **DR ROBIN562098KN9SJ** for a female.

The #NE transaction can verify whether or not a Driver Number found on a driving licence is genuine. When used as the search factor it may either produce a record

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

associated with it or a "NO TRACE" response. This indicates that the reference is valid and genuine. An "INVALID NUMBER" response means that the reference input is either a false one or that it had been entered erroneously by or given wrongly to the operator. In any case, further enquiries need to be carried out.

PNC can provide access to the subject's Driver Record via the Drivers Application (see [Chapter 16](#)). In all other cases DVLA must be contacted by the use of a form DQ1. This form should still be used where a certified extract is required for court purposes. In all other cases a PNC print will suffice.

**4.9.5 Local Force Reference**

This is a reference maintained on the PNC which identifies the existence of information held on the subject at a local level. The reference consists of a Force/Station identifier, an oblique, followed by an alphanumeric reference of up to 11 characters, which must contain at least one oblique.

**4.9.6 DNA Barcode Number**

Any DNA number recorded on PNC is searchable. Barcodes starting with a figure 3 or 9 refer to a PACE sampling kit. The prefix DNA followed by a space is used, e.g. **DNA 98765432**. Note that although barcodes starting with a figure 8 are still seen on PNC records they refer to old style 'evidential' sampling kits (DNA/2) and these are no longer in use.

**4.9.7 Identity Numbers**

This includes any reference recorded on the PNC other than the PNCID, CRO, DVLA Driver Number, Local Force references or DNA Barcode number that may lead to further information about the subject, e.g. National Insurance number, Overseas Visitors Record Office reference.

The input can comprise up to 15 characters of any format, though ideally spaces, obliques and other non-alphanumeric characters are omitted as only exact matches will produce a positive response. When searching, "ID" and a space character must precede the identity number, e.g. **ID WE672356A**. Care should be exercised in analysing responses, as they will not necessarily be unique across all the different types of identity numbers recorded on the database.

**4.10 Abandoning the transaction**

The #NE transaction can be abandoned by entering **A** or **Y** in the ABANDON TRANSACTION field.

**5. UNFORMATTED ENQUIRY**

As an alternative to using the format, the relevant details may be entered on the data line. This is the unformatted enquiry. The order of data entry is the same, as in the formatted enquiry, but here it is necessary to separate each element by a field separator (either a colon or a semi-colon). For example:

**N                                    A                                    S C H**  
**ROBINSON/KEVIN/NEAL:09121958:M:W:F600**

Trailing (semi-)colons may be omitted, thereby making the following example permissible:

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**ROBINSON/K/N;09121958**

However, any data missing between the factors, after the surname, must be replaced by (semi-)colons, e.g.

**ROBINSON/K::M:W:F600**

Where a reference is being used as the search factor, the operator is required to enter the appropriate NUMBER TYPE INDICATOR, followed by the reference itself, e.g. **AS 93/05CE/01/234156H**

Inaccurately completed fields will generate an error response which states:

**"ONE OR MORE OF THE DATA PARAMETERS IS TOO LONG"**

This means that more characters have been entered in a particular field than is permitted or too many parameters (factors) have been entered. The data should be examined and amended.

N.B. It is strongly recommended that all known search factors are entered to ensure comprehensive responses are generated. Partially entered data may result in an incomplete search.

**6. RESPONSES**

A valid enquiry will produce one of the following responses shown in inverse video at the top of the screen:

**6.1 Insufficient Information**

The response "**INSUFFICIENT INFORMATION**" relates only to NASCH detail enquiries and is shown together with the supplementary message below.

**6.2 Try More Search Factors**

The response "**TRY MORE SEARCH FACTORS**" indicates that additional search factors should be input if they are known.

**6.3 No Trace**

If more than a year of birth is input and no trace is found of a record, the PNC will automatically repeat the search using **only** the year of birth. If the response is still no trace, a supplementary message "**(INCLUDING YEAR OF BIRTH SEARCH)**" is displayed in inverse video at the top of the screen. Consequently there is no use carrying out the enquiry again using only the year rather than the full date of birth (see [Chapter 19](#)).

**6.4 Trace - 1 Possible**

The message "**1 POSSIBLE**" is returned with single records consisting in all cases of nominal details which may then be accompanied by further information of use to the enquirer, and one or more of the following elements discussed in detail at Chapters 12, 13, 14 and 15 respectively:

Offence Processing  
Wanted/Missing  
Disqualified Driver



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

Firearms Certificate

If relevant, a supplementary message will be displayed in inverse video at the top of the screen to the effect that the possible was found from the automatic year of birth search.

**"1 POSSIBLE (OBTAINED USING YEAR OF BIRTH SEARCH)"** means the system failed to find a match using the full date of birth input and has automatically repeated the search using year of birth only (hence allowing it to consider responses which may have been eliminated because of having the wrong day/month).

If a full date of birth was entered and a record was produced which matched the search factors, the following message will be seen:

**"1 POSSIBLE (CONSIDER YEAR OF BIRTH SEARCH)"**

If the record retrieved is not the one required, the enquiry should be repeated with the day and month omitted from the search factors.

**6.5 Trace - More Than One Possible**

**"<number> POSSIBLES"** is returned in the case of a multiple response. Up to four screens of one-line summaries of possible matching records (up to a maximum of 50 records) are displayed. Each record is numbered. If the automatic year of birth search has been used, a supplementary message will indicate this where appropriate.

If more than 50 possible matches are found, the message **"BEST 50 OF <number> POSSIBLES"** is displayed on the summary with the total number of matches found, e.g. the best 50 of 325. Where a response exceeding 50 possible matches is returned, an on-line transaction (#NH) is available, dependent upon the level of authorisation of the user, to retrieve the best 999 records. The first entry on the list reflects the closest possible match to the information initially input.

**6.6 Information Available on Summary Screen**

For each record the following information may be present on the summary screen:

## 6.6.1 Name

This is the Name on which the match occurred, consisting of the surname followed by up to fifteen characters of the forename(s). A plus sign positioned immediately after the last name signifies that there is insufficient space to display all of the name(s) present on the actual record. An asterisk may precede the name if the match was on an Alias, or a plus character if the match was on a Nickname.

## 6.6.2 Date of birth

This six-character format relates to the date of birth found on the record retrieved. If no date of birth is known then the field will consist of hyphens. This item is preceded by an asterisk if the match was on an Alias Date of Birth.

## 6.6.3 Sex

This is a one-character display of **M** (male), **F** (female) or **U** (unknown).

## 6.6.4 Colour

This is a one-character display of **W** (white), **N** (non-white) or **U** (unknown).

## 6.6.5 Ethnic appearance code

This is appended to the colour character. It consists of a single numeric character between 0 and 6. For the purposes of QUEST searching it is important that the ethnic

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

appearance is used to describe a person's appearance, i.e. how a witness might describe them. This is not to be confused with their ethnic classification, which is not currently recorded on PNC.

- 1 - White – North European
- 2 - White – South European
- 3 - Black
- 4 - Asian
- 5 - Chinese, Japanese or South East Asian
- 6 - Middle Eastern
- 0 - Unknown

#### 6.6.6 Height

This is displayed in either Imperial or Metric dependent upon the standard used on the initial enquiry.

#### 6.6.7 Place of Birth

Up to the first fourteen characters of the place of birth will be displayed. In instances where there are several places throughout the country with the same name e.g. Upton in Hampshire and Upton in West Yorkshire, the place of birth may be accompanied by a Force code, to distinguish in which area the place exists (e.g. Upton44 and Upton13). In the case of locations in foreign countries, the name should be followed by the name of the Country, e.g. New York USA.

#### 6.6.8 Record Type Indicator

Up to a 4-character display identifying one or more of the following elements present in the record, **W** (Wanted/Missing), **D** (Disqualified Driver), **F** (Firearms Certificate) and **N** (Offence Processing).

### 6.7 Responses using Permitted References

By using a permitted reference the appropriate record should be retrieved. Alternatively one of the following messages will be displayed at the top of the screen:

#### 6.7.1 Number Not Issued

**"NUMBER NOT ISSUED"** indicates that the number is in a valid format but has not been issued.

#### 6.7.2 Invalid Number

**"INVALID NUMBER"** indicates that the number is NOT in a valid format, or that an incorrect number or check character has been quoted.

#### 6.7.3 Number Requested Has Been Deleted

**"THE NUMBER REQUESTED HAS BEEN DELETED"** indicates that the record requested did exist on PNC but has been deleted. There will be an explanation of what happened to the record, e.g. it has been weeded. This response only applies to the entry on CRO/SF numbers and PNCIDs allocated to CRO records and to deletions after 21st May 1995.

## 7. MARKING, DISPLAYING AND PAGING WITHIN A RESPONSE

This section describes how individual records are retrieved from the summary and how, once they have been retrieved, the content of the record can be viewed.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

### 7.1 The Names Summary Screen

Any number of the possible matching records may be viewed by marking the appropriate one(s) with an "X" in the left hand field adjacent to the record(s) or by entering a "D" to view that one record only. Where more than one page of Names summary is present, the Page field will default to a + symbol signifying the next page of the summary. On the last summary page, the default value is "D" (for display), seen at the bottom left hand corner of the screen. On any summary page, the default can be overwritten with a D or by another summary page number (1-4), as required. Records must be marked for display before they can be viewed. Any number of available records can be marked and there is no need to deal exclusively with one page at a time. When the D option is selected, the PNC responds by retrieving the first record in the list that has been marked. By using the Display Commands listed below in the Page field, all or particular records may be viewed.

INPUT	MEANING
• D	Display all marked records
• D(number)	Display record number requested
• D+	Display all records
• DW	Display all records containing a Wanted/Missing report
• DD	Display all records containing a Disqualification report
• DF	Display all records containing a Firearms Certificate report
• DN	Display all records containing an Offence Processing element
• - last	Displays the previous page. If used on the first page, the page will be displayed
• + page	Displays the next page. If used on the last page, the first will be displayed
• 1,2,3 etc one	Displays the appropriate numbered summary screen (only number should be entered)

### 7.2 Paging

Once a record has been retrieved to view, there is an automatic page default sequence that will page through the entire record. If all elements are present on a record, the default sequence is as shown below in [Section 7.3](#). Some Nominal/Descriptive information is concatenated onto the same screen (e.g. if Information Markers are requested, some Warning Signals may be displayed preceding the Information Markers).

A Status Line is present at the top of each nominal screen, which indicates the type and number of certain items present on the record. If there is no entry in the Status Line this indicates that the record does not contain information of that type. Items shown on the Status Line may be selected eventually by the page default sequence or by using the status-line caption, e.g. **WM** (for the first Wanted/Missing page) in the page field, or by use of the menus described below.

When viewing selected records from a multiple response, the last page of a record will show the default page **N** for the next selected record, **P** for a previously selected record or **S** for the Summary, if it is the last marked record. Any default page may be overtyped with **N** to move to the next selected record, **P** to go back to the previous selected record, or **S** to return to the summary screen. If a return is made to the summary screen before all marked records have been displayed, those which have already been viewed will be highlighted in inverse video on the summary screen, whilst those that have not will not be highlighted. Marks can be removed and/or new records on the summary marked as required. Those entries that are highlighted can also be marked again for viewing.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

**7.3 Default Order of Display**

Page Code	Data Item	Max Nos	
NS	Nominal Screen	1	
BC	Bail Conditions (current)	999	
CC	Conditional Cautions (current)	999	
WM	Wanted Missing Reports	99	
DD	Disqualified Drivers Reports	20	
FC	Firearms Certificate Reports	99	
AS	Arrest/Summons History (including Remand History)	999	
IP	Impending Prosecutions	999	
DN	DNA Reports	1	
DS	Disposal Summary	1	
WS	Warning Signals	20	
IM	Information Markers	20	
IX	Internal Cross References	10	
AL	Aliases	255	combined max for AL and NK
NK	Nicknames		
AB	Alias Dates of Birth	50	
DE	Description	1	
MS	Marks and Scars	999	
AD	Addresses	999	
PF	Places Frequented	999	
KA crime)	Known Associates (including Others Charged)	99	(98 OC per
PH	Photograph Location	10	
LX	Local Cross References	8	
PC	Police Circulations	5	
OK	Officers with Knowledge	10	
ID	Identity Numbers	10	
PA	Passports	10	
OC	Occupations	99	
CH	Characteristics	99	
OR	Organisations	5	
OD	Other Details	20	
UU	Unconfirmed Updates	999	
DH	Disposal History	999	
CU	Custody History	999	
AM	Administrative Data	1	

WS, IM, IX, AL, NK, AB, DE and MS may all appear on the same screen as each other. PH, LX, PC, OK, ID, PA, OC, CH, OR and OD may all appear on the same screen as each other.

The relevant page code may be typed in the page field from any point within the record, e.g. once on the Nominal page it would be possible to go straight to the Disqualified Driver Report page by typing in the page field **DD**. This would have the effect of bypassing the intermediate pages which would have been viewed next in the default sequence. When a page is displayed as a result of a direct paging request, it will still offer the appropriate default page request for the following screen. If the page requested does not exist the system will display the message "INVALID PAGING REQUEST".

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

Where more than one page exists within an element (e.g. WM:3) the page default will be the "+" character. You may move forwards or backwards in a page group by using "+" or "-" characters.

Numbers may be used instead, to reach the required page or by using the menus described below.

At the completion of the enquiry to abandon the transaction, an A character or "END" may be entered in the PAGE field or A or Y in the Abandon Transaction field. The use of "END" does not work in update mode.

## **8. RECORD DISPLAY MENU**

### **8.1 Main Menu**

To access the record display menu use page code ME. This menu is known as the main menu. It lists all the different types of reports available on a record, along with a count of the number of occurrences.

Marking NS will start the display of the record from its first page (the Nominal Screen). Other options are NM, BC, WM, DD, FC, AS, IP, DN, DS, DH, CU, PR and DF.

### **8.2 Descriptive File (DF)**

DF was an on-line option to generate a microfiche request to NIS for historic information not held on PNC. This facility is no longer available but may still be selected on the ME page on PNC records created pre-migration and bearing a CRO number. A message will be displayed advising contact with the force PNC Liaison Officer for details of the local procedure for making a microfiche request, and stating that a cost is involved. The screen will then default to the ME page.

### **8.3 Nominal Display Menu**

Nominal information about a subject can occupy many pages. These are recorded on the NOMINAL DISPLAY MENU. Using the code NM in the Page field or using the system driven paging mechanism or marking the corresponding entry on the RECORD DISPLAY MENU will access the NOMINAL DISPLAY MENU.

#### **8.3.1 Contents of Menu**

This menu lists the various types of nominal information available on a record, along with the number of occurrences. Adjacent to the CHARACTERISTICS option may be seen a combination the letters D J M S signifying HABITUAL DRESS, JEWELLERY, HABIT/MANNERISMS and SKILLS are present on the record. A number count will be shown next to the words "Known Associates" if entered manually and/or next to "Charge Groups" if the entry occurred automatically as a result of the subject being "Others Charged" with the same crime.

Data of interest is marked with an "X" and the information will be displayed in the order shown on the menu. It is not possible to mark non-existent data or the MAIN MENU option along with other items.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

**8.4 Nominal Content of Names Records**

## 8.4.1 General

Each record contains descriptive details relating to a particular individual, as well as any information that may assist an enquirer when dealing in any way with them. The following paragraphs describe the nominal data that may be present on a record.

## 8.4.2 Nominal Screen

A Status Line is present at the top of each screen, which indicates numbers and type of element present on the record. There is no entry on the Status Line for non-existent elements, which may result in a blank Status Line for records where the Offence Processing element has not yet been converted from the microfiche. The Status Line can display a maximum of ten sections - providing they are all present on the record. A Status Line for a record possessing all elements will be displayed as follows:

**BC: CC WM:n(D) DD:n FC:n AS:n IP:n DNA:n DH:n AL:n AB:n LX:n(I)**

The meaning of each code is as follows;

- BC = Bail Conditions
- CC = Conditional Cautions
- WM = Wanted/Missing
- (D) = (Detained) – optional with WM, see [Chapter 13, section 4.7](#)
- DD = Disqualified Driver
- FC = Firearms Certificate Holder
- AS = Arrest/Summons
- IP = Impending Prosecution
- DNA = DNA Report Summary
- DH = Disposal History
- AL = Alias Names
- AB = Alias Dates of Birth
- LX = Local Cross-References

The presence of a record on the PNC does not imply a right to arrest the subject of that record. In particular, WM on the Status line does not necessarily mean Wanted. Similarly, DD on the status line may relate to a report that has expired and awaits weeding. It is imperative that operators read carefully and thoroughly the content of a record before passing information on to an enquirer.

## 8.4.3 Other nominal screen information

All nominal screens should contain the following information:

- **The Filename** of the subject. If the record was retrieved as a result of a match on the Filename it will appear near the top of the screen. However, if the match was on an Alias Name (which will be preceded by an asterisk), that will be displayed above the Filename.
- **PNCID**, along with **CRO** and **Driver Number** references, where known.
- **Date of Birth**, which may be a full or partial date. Also a place of birth to a maximum of the first 20 characters. A two-digit Force code may be present to clarify instances where two places of the same name exist in different areas of the country or the name of a country where the place is one abroad. If the record was retrieved as a result of a match on the File Date of Birth, this will be

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

displayed under the Name used to obtain the match. However, if the match was on an Alias Date of Birth this will appear first, preceded by an asterisk. The File Date of Birth will be displayed below it.

- **Sex**, Male, Female or Unknown.
- **Colour**, White, Non-White or Unknown. (If the Ethnic appearance is known, the "Unknown" colour will not be displayed).
- **Ethnic appearance** (used to describe the APPEARANCE and not the *origin*). The literal "Unknown" will only be displayed on the Description Screen.
- The **time and date** of the last update to the record.
- A **HELP** field from which an operator can identify a Force or Force/station code.

Further information may be present on the Nominal Screen and on the record. The location of it is dependent upon the amount of detail and the data present. For this reason it is not always possible to state on which screens certain topics will be displayed.

If a record is viewed through its natural default paging, the data will be displayed at the appropriate screens. If however it is desired to view only certain parts of the nominal information, the Nominal Display Menu should be utilised.

## 9. WARNING SIGNALS

### 9.1 Introduction

Warning signals comprise a list of characteristics designed to assist the police or any other agency dealing with the recorded person. These signals can be used to protect front line staff who may come into contact with the individual or to protect the individual themselves. Whether or not a warning signal is warranted is subjective based on either factual information, such as a conviction, or intelligence. The information must be reviewed on a regular basis and if information no longer exists to support the signal then it should be removed. The requirements of the Data Protection Act must be carefully considered.

Care should be taken to ensure that information of a trivial nature is not used to justify a warning signal. If a warning signal exists on a record it will mean that the individual may be dealt with differently if he/she comes into custody or is located in an operational situation and blanket use of the facility may undermine its effectiveness. As an example, minor assaults would not normally justify a Violent signal, they may however in a domestic violence scenario.

The PNC produces a batch print 5 years after the date of the input of the signal, to enable forces to manage the review of these signals. This should not be taken to mean that warning signals should be only reviewed every 5 years, as it would not be appropriate to retain some for that long. Conversely, it may be appropriate for some signals to be retained for the life of the individual. That judgement is for the owning force to make based on the information available at the time on a case by case basis (see Retention Periods in [section 9.4](#)).

An agreement exists between the Police Service and Prison Service to allow prisons to request their local force to add SH (Self Harm) and SU (Suicidal) warning signals. This is an interim arrangement until such time as the Prison Service has PNC update capability. For further details see PNC L/O Letter 2008/042 and its attachments.

On the Nominal Screen, if no more than two warning signals exist on the record, the type of warning and any associated text will be displayed here and also in full on the relevant

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

Warning Signals page. If there are more than two signals on the record, the appropriate types of warning signal will appear on the first Nominal Screen and can cover a maximum of two lines. Each one is preceded by an asterisk character if there is further explanatory text available on the WS page of the record.

## 9.2 Type of Warning

The type of warning signals used on PNC are as follows:

- AG - Alleges** This signal may be used to warn staff dealing with the individual that they may make false or unwarranted allegations against the police. It may be appropriate to create a separate signal for each time such an allegation is made to assist in the review process.
- AT - Ailment** This signal may be used to cater for both ailments and disabilities. The ailment may be temporary or permanent and will provide advice to anyone dealing with the subject that they may suffer from a medical condition and/or require medication, e.g. epileptic, alcoholic, heart condition. This should not be used to record minor medical conditions which have no relevance to the future care of the individual in custody, and may not be used to record HIV or AIDS. Wherever possible, medical evidence should be obtained to support the information.
- CL - Conceals** May conceal items when placed into Custody, including mobile phones, lighters etc, all of which pose an issue to health and safety of officers and individuals, or could have a detrimental effect on the investigation of crime.
- The text must include the item and where it was concealed. It should not be used where the concealment refers to weapons or drugs, as this information should be added to the weapons or drugs markers accordingly. It may be appropriate to create a separate signal for each time a concealment is identified to assist in the review process.
- CO - Contagious** The individual may be a hazard to others as a carrier of disease which is contagious. This warning signal may be particularly useful in drawing a custody officer's attention to a detainee who is suffering from hepatitis or Scabies. Use of this signal for short term illnesses is not recommended. HIV or AIDS is not considered to be contagious in the context of this signal. Wherever possible medical confirmation of the nature of the disease or condition would be advantageous.
- DR - Drugs** May be in unlawful possession of a controlled drug. The purpose of this signal is to alert anyone dealing with this person that they may have drugs with them. The type of drug or the reason for the possession should be recorded. The signal is not restricted to supply or production. It may for example be used to bring attention to the fact that they may have needles in their pockets.
- This warning signal may also be used to highlight that the subject has taken action to obstruct searching under the Misuse of Drugs Act 1971, i.e. they swallow drugs.



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

Under Mandatory Drugs Testing legislation a person can be tested for heroin, cocaine or crack cocaine whilst in custody. If this is positive a DR warning signal must be created. Suggested text for this would be POSITIVE DRUGS TEST - <name of drug> as appropriate. Certain prescription drugs can give false readings however, and forces must have a system in place to remove the marker immediately if the positive drugs test is rescinded.

**ES - Escaper**

This signal is intended to indicate that the subject may attempt to escape from custody. Evidence of previous escape attempts along with details of those attempts should be recorded. Custody or HMP staff may take additional precautions, particularly when transporting such an individual.

**FI - Firearm**

Intelligence or Conviction information exists to suggest that the individual has used, may use or possess firearms or imitation firearms for the purpose of committing crime.

**IF - F/Impers**

The subject who was born a male may impersonate a female (cannot occur on Female record). This would be beneficial in a Custody situation for searching purposes and also for those occasions when the individual uses this MO when committing crime.

**IM - M/Impers**

The subject who was born a female may impersonate a male (cannot occur on male record). This would be beneficial in a Custody situation for searching purposes and also for those occasions when the individual uses this MO when committing crime.

**MN - Mentl Hlth**

The subject is known to suffer from a mental condition or disorder. Psychiatric confirmation may be desirable. Likely behavioural activity or risks should be recorded.

**SH - Self Harm**

This signal should be used where information suggests that the subject may cause harm to themselves, but where the harm is not considered to be a suicide attempt. Self mutilation history or deliberate harm in order to support allegations against the Police would be appropriate.

**SU - Suicidal**

Previous history or threats (not idle threats) indicate that the individual may make a determined effort to commit suicide. Information such as method likely to be used would be desirable. This signal is not restricted to suicide attempts while in custody.

**VI - Violent**

This signal can be used to indicate that an individual may be violent. It is not restricted to violent behaviour towards Police alone. It may for example be used to indicate previous domestic violence or violence towards particular groups of people. A conviction for a common assault alone would not normally warrant a violent warning signal. It should be remembered that to record a signal for any minor violent act could undermine the effectiveness of this marker.

An individual who uses the fact that he/she is suffering from HIV/AIDS to threaten police may have this signal recorded

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**WE - Weapons**

The individual has used a weapon to commit an offence or intelligence suggests that they may carry a weapon unlawfully. It may also be used to indicate if blades etc are deliberately secreted about their person when in custody. The type of weapon and information as to where it might be concealed should be recorded.

**XP - Explosives**

May possess explosives for a criminal purpose.

Note that IF and IM may not occur on a record where the sex is Unknown.

Where records contain more than one warning signal, they will be displayed in the following order:

FI, WE, VI, ES, MN, XP, AG, CO, AT, SU, SH, CL, DR, IM, IF.

If a warning signal occurs more than once, the most recent will show first.

**9.3 Information Contained on Warning Signals**

The following information will be seen:

- **A Force/Station reference** which leads to documentation supporting the authenticity of the warning. For migrated records this may be displayed as a Force number or a reference containing the literal NIB where the signal was created by them, e.g. 13BA/NIB74A.
- **A date when the warning was applicable** to the subject. This may be absent in the case of migrated records.
- **The date the warning was last updated** (which may be when it was created, amended or reviewed).
- A mandatory **text field** of up to 60 characters which is used to clarify the type of warning. As much information as possible should be contained in this field to enable suitable action to be taken in the event that the subject is dealt with by the police or any other agency. Further, more detailed, information may be recorded on the OD page or within the force responsible for the signal. This information should be readily available if required.

**9.4 Retention Periods**

The retention of a warning signal should be considered in the same way as when it is first input. Reference must be made to the information available which supports the signal. A conviction is good evidence to support the retention of a marker if it is still relevant. The severity of the incident or condition should be considered in the decision making process in order to justify deletion or retention of the marker. For example, use of a firearm in crime supported by a conviction may justify retaining the marker for life. If the warning signal is supported by intelligence alone then consideration must be given to the accuracy and relevance of that information.

The warning signals of Suicidal and Self Harm in particular are designed to protect an individual while they are in custody. Every effort should be made to retain these signals on that individual's record and, to that end, this should be considered when force records are reviewed. Every effort should be made to review warning signals on an ongoing basis. If up to date information comes to light which further justifies the inclusion of a signal, then that signal should be updated rather than create a new one for the same thing.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

Each case must be considered on its own merits having regards to the Data Protection Act and the Human Rights Act .

## 10. INFORMATION MARKERS

These consist of useful and operationally important information about the subject. When there are no more than two information markers on a record supporting text will be displayed on the Nominal Screen (NS). If a record contains more than two information markers they will be preceded by an asterisk and any supporting text will be found on the Information Markers page (IM).

### 10.1 Type of Information Marker

<b>AS Asset Information Sought</b>	A force requires information regarding the assets, e.g. seeks financial circumstances of the subject, following a confiscation order, usually for drugs offences.
<b>BB Breaches Bail Conditions</b>	The subject has in the past breached bail conditions such as a curfew etc.
<b>CD Confirmed Dead</b>	The subject has been reported as dead and that report has been confirmed. The addition of CD causes the automatic deletion of the UD marker and all Warning Signals.
<b>DNA CONFIRMED</b>	(System generated marker) This is not an Information Marker but is displayed like one. It is generated by the system if the subject has a DNA report with status CONFIRMED.
<b>DP Deportee or ERS</b>	(SCD26 Policy & Planning only) A deportation order is currently in effect for the subject, or the subject is a serving prisoner removed from the UK to complete their sentence in their home country under the Early Removal Scheme (ERS). Contact with the local Immigration Office must be made to ensure that the marker is still relevant and to ascertain what action they require taking.
<b>DR DNA Required</b>	A DNA sample for this subject is required for investigative or elimination purposes. This marker may not be added if a DNA report with status PROFILED or CONFIRMED already exists on the record. There is no power of arrest for the purpose of obtaining a sample.
<b>FA Fails to Appear</b>	The subject has failed to appear in answer to bail or a summons.
<b>FL Foreign Licence</b>	The subject holds a Driving Licence that was not issued in the United Kingdom. FL may be input only if at least one DD report exists for the subject. The FL marker will be automatically deleted when the last DD report is deleted.
<b>GR Gender Re-assigned</b>	(SCD26 Policy & Planning only) The subject has been issued with a Gender Recognition Certificate.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

<b>HD Home Detention Curfew</b>	Following early release from prison the subject is or has been issued with an electronic tag under the home detention curfew scheme.
<b>LL Life Licensee</b>	(SCD26 Prison Release Section and SPSA only) The subject has been released on licence following a sentence of life. If a breach of licence conditions may be involved the National Offender Management Service should be informed.
<b>MO Modus Operandi</b>	(Historical) Specific Modus Operandi details were recorded for this subject at the NIS. Due to the closure of the National Method Index references to this marker should be disregarded.
<b>OB Offends on Bail</b>	The subject is known to have committed an offence during a period whilst remanded on bail. This marker will appear on the Nominal Screen as an occurrence count when it is generated upon completion of the Offence detail of an Arrest/Summons report, by the system. It may also be created separately.
<b>OV Offend Vulnerable Person</b>	The subject has been arrested or otherwise dealt with for an offence against a child or young person, or one who is elderly, or who is mentally or physically disabled and may present a threat to any such person. This will include people cautioned, reprimanded or warned, and includes any other sanctioned detection. It may also include appropriate cases where no further action is being taken against the person.
<b>PP Prolific Offender</b>	The subject has been identified as a Prolific and Priority Offender.
<b>RE Manual Weed Review</b>	The record is to be retained until the date recorded with the marker, for manual review before it is weeded.
<b>RELEASED SUPERVISED RELEASED UNSUPERVISED</b>	(Two-tier system generated marker) This is not an Information Marker but is displayed like one. It is shown on the first screen of an on-line display if the person has been released from prison on licence for supervision by the Probation Service, and has a Release entry on the Custody History page with a Licence Type of any value. If the Start and End Dates of the supervision period cover today's date RELEASED SUPERVISED - SEE CUSTODY HISTORY is shown. When the subject's licence reverts to a non-supervised 'at risk' period, and the Sentence Expiry Date is in the future, RELEASED UNSUPERVISED - SEE CUSTODY HISTORY is shown. This marker will also be shown for a subject who is released with no supervision but whose licence shows they are at risk of being returned to prison.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

Note that if the subject has three or more Information Markers the Nominal Screen display will be abbreviated to RELEASED SUPERVISED or RELEASED UNSUPERVISED, as appropriate.

Although exceptional, it is possible for a subject to have both markers displayed simultaneously if the relevant licence details and dates are recorded in separate Custody History (CU) entries. In these cases examine the CU page carefully and seek clarification from NOMS if necessary. See PNC L/O Letter 2011/088 for further details.

<b>RF Refer to File</b>	(Historical) May still be seen on pre-1995 records, to show that further information is available on microfiche.
<b>SO Sexual Offender</b>	This marker is used by non-ViSOR forces in conjunction with Wanted/Missing orders to identify persons who are required to register with Police as a requirement of Sexual Offences Act 2003. The marker should be removed on a come to notice basis if the VS marker is present.
<b>UD Unconfirmed Dead</b>	The subject has been reported as dead but the report has not yet been confirmed.
<b>UN Uses Nominal Details of</b>	The subject is known to use the details of another person (who is not a PNC subject) when arrested or dealt with.
<b>VS ViSOR Subject</b>	Marker generated by the ViSOR system to indicate that there is an entry for the subject on ViSOR. The text of the information marker shows the category of offender (e.g. Registerable Sex Offender) and the risk level of reoffending (e.g. High Risk).

The dummy Information Markers (DNA Confirmed, Released Supervised, Released Unsupervised and system generated Offends on Bail) are only shown on the Nominal Screen (NS) of #NE and similar transactions. They do not appear on the Information Markers (IM) screen or in the Police Print.

Note that the creation of DP, GR and LL Information Markers is restricted to specific organisations.

The order of priority when displaying Information Markers is as follows: VS, SO, OV, HD, RELEASED SUPERVISED/UNSUPERVISED, PP, DR, DNA CONFIRMED, UD or CD, FA, OB, BB, LL, UN, GR, AS, MO, DP, RF, FL and RE. Note that the system generated OB marker will be displayed first if any offence on the subject's record was committed on bail, with the count of such offences.

The only Information Markers that may exist more than once are AS, OB, OV and UN, for which each one must refer to a different non-PNC subject.

## 10.2 Other Details Contained

The following information will be seen:

- **The date** when the information was applicable, which may not be in the future (except for RE). This will not be seen where the marker was migrated.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

- A mandatory **Force/Station reference** which leads to supporting documentation regarding the authenticity of the marker. This may be displayed as only a Force identifier or "NIB74" for PNC migrated records, e.g. 13BA/NIB74, or be absent altogether.
- **The date** the marker was last **updated** (which may be the date on which the marker was created, amended or reviewed).
- A mandatory **text field** of up to 60 characters to clarify the marker displayed.

### 10.3 Dead Markers

It is the responsibility of the force taking the report of a death to ensure that the appropriate dead information marker is input onto PNC when a Names record exists. Forces who have opted to receive the appropriate DAF print will be notified after the entry of these information markers.

### 10.4 Sexual Offenders

The Sexual Offences Act 2003 requires that offenders convicted of certain sexual offences must register with Police in the area that they reside within 3 days of the requirement being made. The SO (Sexual Offender) Information Marker is used to identify the records of individuals subject to such a requirement, where the owning force does not have access to ViSOR. In addition, the requirement should also be recorded in the Wanted/Missing class of Orders (SEXREG) described in [Chapter 13, section 4.4.1](#).

### 10.5 Prolific and Priority Offenders (formerly Persistent Offenders)

The Narrowing the Justice Gap programme allows forces to identify and target individuals who are prolific offenders (e.g. they may have been arrested on five separate occasions) or are otherwise a priority. They may be identified on PNC using the PP Information Marker (see [Section 10.1](#)). Forces should consider creating a force/station code containing PO (e.g. 30PO) to make identification of prolific and priority offenders easier. Provided the correct #QV setting is used a DAF printout will be produced whenever the record is updated.

Prior to the introduction of the PP marker, use of the LX Interest marker was recommended for this purpose. As the LX marker comprises only 11 characters, one of which must be '/', this was not considered adequate to indicate that the subject was a prolific and priority offender as well as directing the viewer to the location of the local information. Use of the text SEE OD/PAGE was recommended, so the Other Details page should be checked as it may contain historic information about the reason why the subject was regarded as a prolific and priority offender and a reference to the local information.

### 10.6 Intensive Supervision and Surveillance Programme (ISSP)

ISSPs may be issued where a young offender is appearing at court charged with or convicted of an offence who:

- On 4 or more separate dates within the last 12 months has been charged, warned or convicted and has received at least one community or custodial penalty; or
- Who faces a current charge or sentence relating to an offence which is sufficiently serious that an adult could be sentenced to 14 years imprisonment or more; or
- Has a history of repeat offending on bail and is at risk of a secure remand under s.130 Criminal Justice & Police Act 2001.

Where such an order is made, details will be recorded on local police intelligence systems in accordance with ACPO guidance. In such cases an entry will also be made on the Local Cross-Reference (LX) field of the PNC using the 'Interest' marker. This will ensure

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>
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that the owner of the report is notified if there is any activity on the record (e.g. the addition of data).

## 11. INTERNAL CROSS-REFERENCES

These references link the subject's record with that of other PNC subjects. If there are no more than two such cross-references on the record they will be displayed in full on the relevant page and in brief on the Nominal Screen. Here they will consist of the type of cross-reference and details of the person they are linked to. If there are more than two, up to a maximum of ten such cross-references will be contained in full on a different screen accessed either through the paging system or by employing the NS menu. The Nominal Screen in this instance will only list the types of cross-references existing on the record.

### 11.1 Information on Internal Cross-Reference

#### 11.1.1 Types of Internal Cross Reference

<b>Cod e</b>	<b>Type</b>	<b>Meaning</b>
<b>NS</b>	Not Identical to	Used when there may be confusion over the identity of two similarly recorded persons.
<b>MI</b>	May be Identical to	Used where there are records belonging to two subjects who may in fact be the same person.
<b>AB</b>	May be Accompanied by	Used where two subjects recorded on the PNC may be in each other's company when dealt with for any reason.
<b>UP</b>	Uses the Particulars of	Displayed where it is known that this subject uses the identity of another recorded person.
<b>PU</b>	Particulars Used by	Displayed when it is known that this identity is used by another person with a record.
<b>MT</b>	Waits Makeover To	Used to indicate the details of this record are about to be transferred to another record. This will be carried out by forces/NPIA Reconciliations once either or both the Destination and Source records have been Back Record Converted.
<b>MF</b>	Waits Makeover From	Used to indicate that data from another record is about to be transferred to this record. This will be carried out by forces/NPIA Reconciliations once either or both the Destination and Source records have been BRC'd.

#### 11.1.2 Other Information

- **The PNCID** of the record to which the subject is cross-referred.
- **The checkname** (i.e. up to the first 12 characters) of the subject to which they are cross-referred.
- **The Force/Station code** of the originator of the cross-reference.
- The **date** the information was last **updated** (which includes the date on which the marker was created, amended or reviewed).

## 12. ALIASES

### 12.1 Names/Nicknames

PNC lists up to 255 names by which the subject is known. They can be either ALIAS (AL) names, i.e. any name used by the subject which differs from the Filename (the name in

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

which the record was first created), or one DVLA alias (this is entered onto the PNC by the DVLA). A NICKNAME (NK), i.e. a name which does not readily fall into the format of an alias, e.g. "Mick the Knife". The Alias Names are always displayed as per the standard PNC names format, e.g. surname, forename etc, but a Nickname is entered and displayed as written. If present, the DVLA alias will be shown first with the legend "(DVLA)" displayed adjacent to the name. The rest of the aliases and nicknames are split into those individual categories and are each displayed in surname alphabetical order. Also present on the screen will be the Force/Station code of the "OWNER" of the name and the date it was last updated.

Both Aliases and Nicknames can be used to retrieve a record. If such a name is used to retrieve a record then the name on the Nominal Screen will be preceded by an asterisk to indicate that the name is in fact an Alias or a plus symbol in the case of a Nickname. Displayed below this name will be the Filename.

### **12.2 Dates of Birth**

These are any Dates of Birth used by the subject which differ from that recorded as the File Date of Birth (the one used on creation of the record) for the subject. If a record is accessed using an Alias Date of Birth, the Nominal Screen will display an asterisk preceding the date of birth, and lower down the screen will be displayed the "File Date Of Birth". The information consists of eight characters and is displayed in the DD/MM/YY format. Also present on the screen will be the Force/Station code of the owner of the data and the date it was last updated.

## **13. DESCRIPTION**

This screen contains information that may be of assistance when trying to identify the subject. Some records may not contain full descriptive details. However, the field names will still be displayed for the missing data. There is only one page for this entire group of components, which are detailed below.

### **13.1 Height**

This is the recorded height of the subject without footwear. The standard used during the initial enquiry will determine how the height is subsequently displayed. If the initial enquiry was carried out using the Imperial standard, then that standard will be displayed first with its equivalent in the Metric standard displayed next in brackets. The Imperial standard is denoted by the prefix F immediately before the numeric, e.g. F507 means 5 feet 7 inches; the metric standard is denoted by the prefix M immediately before the numeric, e.g. M170 means 170 centimetres or 1.70 metres.

### **13.2 Build**

This is the apparent relationship between the subject's height and weight.

### **13.3 Shoe Size**

This is the subject's shoe size expressed in both British and European sizes. The measurement will be prefixed with either B for the British or E for the European standard, e.g. B11.5 = British size 11½, whilst E49 is the corresponding European size. When the shoe size B10 is input, it is always converted to B9.5 as both are E44.

### **13.4 Eye Colour**

This is the apparent colour of the subject's eyes. It is possible to see up to a maximum of two colours where the subject has eyes of differing colours, but usually only one colour



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

will be displayed. If the subject has eyes of differing colours then this will be displayed with the right eye colour first and the left eye second, e.g. BROWN/GREEN.

### **13.5 Glasses Worn**

This field describes whether the subject wears either glasses, contact lenses or no glasses.

### **13.6 Handedness**

This describes whether the subject is right or left handed, or ambidextrous. The appropriate legend will be displayed.

### **13.7 Hair**

This field describes the style, characteristics and colour of the subject's **head** hair. The style or characteristics of the subject's hair may be displayed in up to a maximum of three items. Each item describes the type of hair, the colour then the feature(s) of it, for example the type may be "collar length" and the features "streaked" and "thinning". It will also indicate if the natural hair colour has been dyed and if the subject is greying.

### **13.8 Facial Hair**

This item describes the style or characteristics of the subject's facial hair. A maximum of three separate facial hair details may be recorded. Each occurrence may consist of up to five separate items. These describe the type of facial hair, the normal colour, whether it is dyed or greying (if it is "dyed" there will be an artificial colour), and finally the feature of the hair.

### **13.9 Accent**

This item describes the subject's accent.

### **13.10 Nationality**

This item identifies the country to which the subject holds legal citizenship. Up to three nationalities per subject may be displayed to cater for those holding dual or triple nationality.

### **13.11 Marks/Scars/Abnormalities**

A numeric count of the types of physical identifiers present on the record appears on the first Nominal Screen, e.g. TATT 2 indicates that two tattoos are described later in the record. To view the identifiers enter MS in the page field.

The description takes the form of the type of identifier

- LACKing
- MARK
- PECUliar
- PRCD (pierced)
- SCARred
- TATToo

The following are used to identify the part of the body on which the identifier can be found:

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

ABDOmen	EARS	HAND	SCALp
ANKLe	ELBW (Elbow)	HIPS	SPEEch
ARMS	EYBW (Eyebrow)	KNEE	TEETH
BACK	EYES	LEGS	TOES
BRST (Breast)	FACE	LIPS	TONGue
BROW	FEET	NECK	WRST (Wrist)
BUTTocks	FINGER	NIPPLe	
CHESt	GAIT	NOSE	
CHIN	GENItals	PENIS	

The following are used to locate the identifier more precisely:

R-Right, L-Left, C-Centre, U-Upper, W-Lower or - (not applicable)

There may also be seen up to four KEYWORDS used to classify and categorise the Mark/Scar etc, and free text used to describe the identifier further. There are no Keywords for PRCD category. This will not be completed in all cases, especially that of migrated records.

#### 14. ADDRESSES

Five different types of address categories can be recorded for each subject:

- Home
- No Fixed Abode
- Other
- Business
- Not Known

If there is only one address (i.e. Home, No Fixed Abode or Other), known for the subject, this will be displayed on the Nominal Screen. Priority is given to the latest Home address. No Fixed Abode will only be seen if there are no Home Addresses on the record. An Other address will only be displayed if there are no Home or No Fixed Abode addresses present on the record. Whichever is displayed, it will be listed as the Last Known Address. Also present will be the date when the address was known to be correct and what type of address it is, e.g. HOME, OTHER etc. As much of the known postal address will be displayed along with the Force/Station code of the police station responsible for that location.

If the address is recorded as NO FIXED ABODE (NFA), there may also be an indication whereabouts in the country they were last known to be NFA, e.g. Brighton area. Other addresses can be accompanied by text giving an indication of the type of accommodation (Bail Hostel etc).

By utilising the Addresses page, further addresses (including Business addresses) pertaining to the subject may be viewed, in order of the most recent one first. Contained in pages of further information are details of the Force/Station owning the details and the date they were last updated. It is important to remember that the address displayed on the NS page is not necessarily the last known address.

Telephone numbers may be recorded but care should be taken in the use of this data as the number is only relevant on the day it was recorded. PNC should NOT be used as a telephone directory. The recording of Business phone numbers should be avoided when the subject is not the principal of the business.

This whole item or parts of it may be missing from records which have been migrated, or where the information was not available at the time of creation/update.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

**15. PLACES FREQUENTED**

This is a list of any places regularly frequented by the subject. The data displayed is similar to that on the address screen. It contains the Force/Station code of the owner of the information and the date it was last updated, along with as much of a postal address as is known.

**16. KNOWN ASSOCIATES**

This item lists details of known associates of the subject, i.e. any person known to associate with the subject of a PNC Names record in connection with the suspected or potential commission of crime. The associate may or may not also be recorded on the PNC. This information may be displayed along with details of "OTHERS CHARGED".

The information will contain details of the associate's PNCID (if recorded on the PNC), name (displayed Checkname or surname/forename), the Force/Station code of the owner of the information along with the date of last update. The last known address will also be displayed, if known. In the case of a PNC recorded associate the address displayed will be that which appears on the Nominal Screen of the associate's record. The date when the address was known to be correct will be displayed, together with text describing the relationship of the subject to the associate. If an entry exists on the subject's record, there will also be one on the corresponding associate's record.

**17. OTHERS CHARGED**

This information may be displayed in conjunction with details of the subject's known associates. However, the data is presented differently and is generated from the creation of an Arrest/Summons report. These details are obtained when an Arrest Summons report has been created for two or more persons recorded on the PNC and the same Crime/Offence Reference has been entered on both/all records. The display will contain the Crime/Offence Reference with which they have been jointly charged, the PNCID and Checkname of the person(s) with whom they have been jointly charged. A corresponding entry will be present on the record of the other person(s) charged jointly with the subject.

**18. PHOTO LOCATION**

This information will normally be generated by the creation of an Arrest/Summons report containing input of photograph details. It will contain details of the Force/Station code of the location of a custody photograph of the subject, the date it was taken, the Arrest/Summons report it is linked to if applicable, the Force/Station code of the owner of the information and the date it was last created/updated.

**19. LOCAL CROSS-REFERENCES**

This refers to a reference maintained on the PNC which identifies the existence of further Police information about the subject, not recorded on the PNC. Any reference displayed here may also be used to access the record via the #NE transaction.

There are three types of local reference:

**19.1 Intelligence**

This is indicated by an "I" character on the Status Line following the count of Local Cross-references (LX) and by the appropriate legend displayed next to the reference on the respective screen. It indicates that a Force/Station is actively seeking information about the subject. Any officer dealing with the subject whose record displays this mark

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

must inform the owner of an Intelligence Cross-reference of sightings and any current information they have about the subject.

### **19.2 Interest**

This means the owner of the reference requires notification of any activity on the record. Should activity take place on the record of the subject, e.g. the addition of data, the Force/Station listed as having the interest will receive notification from NPIA of the activity on the record via the DAF printout. See also [Section 10.5](#) on the former use of this facility to identify prolific and priority offenders and [Section 10.6](#) for identifying people who are subject to an Intensive Supervision and Surveillance Programme (ISSP).

### **19.3 Information Held**

The final type of reference is the basic one informing the user that if further information is required about the subject then the Force/Station listed should be contacted and they will if able provide that information.

### **19.4 Other Information**

Details of these references MUST NOT be transmitted via insecure channels, e.g. radio. The screen content consists of the local Force/Station reference, the date on which it was current, possibly followed by the type of reference, e.g. Intelligence, the Force/Station code of the owner of the information and the date it was last updated.

## **20. POLICE CIRCULATIONS**

Details of the police circulation or publication containing information about crimes and/or criminals related to the subject are recorded here. The content of the screen will consist of the title and date of the publication, a reference within the publication, the Force/Station code of the owner of the information and the date it was created/updated.

In the case of a Police Gazette reference it identifies a particular issue of the Police Gazette which contains information about the person. This information will only be present on subjects whose record contains a WM element and/or a record of disposals. The Police Gazette reference consists of the date of the document's issue, followed by a 3-character number indicating the item within the issue (or "SUP" if a supplement is referred to) and "P" if a photograph is included.

## **21. OFFICERS WITH KNOWLEDGE**

This item lists details of police officers who have knowledge of the person. These should be officers with a good knowledge of or a relationship with the person, not merely an officer who can identify them. The screen may contain details of the officer's Rank, Number, Name, and Territorial/Sub Divisional identifier along with the Force/Station code of the owner of the information and the date it was created or last updated.

## **22. IDENTITY NUMBERS**

This area of PNC is used to record and display any reference other than PNCID, CRO, Driver Number or Local Force References, which lead to further information about the subject. Typical examples are National Insurance Number and Overseas Visitor Record Office reference.

Any reference displayed here can be used to access the record via the #NE transaction. However, because they are not necessarily unique, the use of them may produce several responses. The screen content for this item consists of text describing the reference, the actual reference and a date when it was valid. Also present will be the Force/Station code of the owner of the information and the date it was created or last updated.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

**23. PASSPORTS**

Information about passports held by the subject can be recorded and displayed here. The details may consist, where known, of the Passport number, the Force/Station code of the owner of the information, the date the entry was created or last updated, the country of issue, the issuing office, the date it was issued and the date it expires, along with text to impart any other relevant details. The passport number is not a searchable identity number from the passport page.

**24. OCCUPATIONS**

Used to record and give details of occupations, both current and historic, held by the subject and the date the information was relevant. The status of "unemployed" is included in this item as a valid occupation.

These are displayed in the order of the most recent position first. The information consists of the date when it was known to be valid, the job title, the Force/Station code of the owner of the entry and the date it was created or last updated.

**25. CHARACTERISTICS**

This item may consist of several sections. Each one is described below.

**25.1 Dress**

Text to describe the clothing habitually worn by the subject and is likely to provide a means of identifying the subject, e.g. "always dresses in combat type clothing".

**25.2 Jewellery**

This is a description of the jewellery or other adornments normally worn by the subject. It consists of the type of jewellery and may include a description of it.

**25.3 Habits**

Text to describe any habitual behaviour or mannerisms displayed by the subject.

**25.4 Skills**

This item is used to record any special skills or knowledge the subject has which may be used in the commission of crime. Examples of such skills or knowledge are "alarm trained, firearms, locksmith, security employee" etc.

Adjacent to each individual item is the Force/Station code of the owner of the entry and the date it was created or last updated.

**26. ORGANISATIONS**

This item lists organisations with which the subject is involved. These are not necessarily organisations that are involved in criminal activities or social disorder but may include such bodies as charitable organisations. It is not intended that this should show that a subject has membership of political, social or any other organisation as a matter of course, however the information held about a conviction can be significantly more meaningful when coupled with information in this category.

When intending to make use of this facility, forces should ensure that entries

- have a value in police investigative terms
- are in compliance with the Data Protection Act 1998 requirements
- are justifiable by the force in relation to the above guidelines.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

The information may consist of the name of the organisation, the address, the nature/purpose of the organisation, the relationship between it and the subject, along with the Force/Station code of the owner of the entry and the date it was created or last updated.

**27. RECORD OTHER DETAILS**

This item is used to impart any further relevant details about the subject not covered elsewhere in the record. Information from migrated records which was not transferred to specific fields may be seen here, e.g. PNC2 INF, NIB DATA. Clarification of other entries as extra text may also be entered here, but they must have been indicated in the other entry, e.g. WS AILMENT – ASTHMATIC, NEEDS SPECIFIC INHALERS, SEE OD PAGE.

Any information displayed will be accompanied by the Force/Station code of the owner of the entry and the date it was created or last updated. When intending to make use of this facility, forces should ensure that entries

- have a value in police investigative terms
- are in compliance with the Data Protection Act 1998 requirements
- are justifiable by the force in relation to the above guidelines.

**28. UNCONFIRMED UPDATES**

This screen contains details of all nominal data that has been created or updated at the same time as an Arrest/Summons report has been created. It may be displayed over several pages, dependent upon how much nominal data has been affected. There will be present a BEFORE and AFTER VALUE, showing the old data before it was replaced with the new. Once IDENT1 confirms the subject's identity by fingerprints, the Unconfirmed Updates data relative to that A/S report is removed from the record. If a subject is confirmed by fingerprints as being another PNC subject, the AFTER VALUES will be transferred to the correct record and the BEFORE VALUES will go back onto the original record.

**29. ADMINISTRATIVE DATA**

This screen contains details of the administrative data pertaining to the record. It includes details of whether or not the record has been Back Record Converted, who last updated the Description data (including the MSA), NASC factors, Place of Birth/Nationality and Driver Number and when it was done.

Even though both Place of Birth and Nationality appear on the Description screen, they are treated as separate entities for the purpose of the Administrative Data. If the record is a migrated one, information may be present on this screen regarding the Date and Place they first came to notice.

The BRC status indicator found on the Administrative Data screen describes the current state of the subject's record, showing to what level the data has been or is being converted.

It is displayed as a literal as follows:

<b>Display text</b>	<b>Possible Numeric value</b>
Created post-migration	None
No Convictions on PNC	None, 1, 2, 3.
PNC2 Convictions level only	None, 2, 3.
Full Policing data	None

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

If one of the above numeric values is shown, this indicates the data is currently being BRC'd as follows:

- |   |   |                            |
|---|---|----------------------------|
| 1 | - | Convictions being added    |
| 2 | - | Full details being added   |
| 3 | - | Priority for full details. |

If blank, this indicates that the subject had only WM or DD details prior to migration.

**30. SIMULTANEOUS DRIVERS AND NAMES ENQUIRY (#DN)****30.1 Introduction**

The #DN transaction has been introduced in order to compensate for the potential withdrawal of the Disqualified Drivers section from PNC Names records. It allows you to do one search to check a person simultaneously on the Drivers and Names files, instead of using #DL and #NE, and works more effectively when the Driver Number is present on the Names record. Where a subject has an alias name, it may be necessary to conduct more than one search to ensure that they are definitely not on either of the databases.

Use of #DN is only permitted in the same circumstances as #DL, i.e. under the Motor Vehicles (Access to Driver Licensing Records) Regulations 2001. Essentially this is where production of a driving licence could have been required under s.164 of the Road Traffic Act 1988. When the status of a driver's licence is checked via #DN it means that crucial operational information, such as any Warning Signals, can be ascertained and communicated immediately.

Up to two separate lists of names are created, one containing possible matches from the search of the Names database and the other the possible matches from the search of the Drivers Licence database. The interpretation of the data and paging within individual Names and Drivers Licence records is identical to that described respectively in the earlier sections of this chapter and in Chapter 16.

The remainder of this section deals with formatted and unformatted #DN enquiries, the possible types of response, navigation between the two summary lists, navigation between Names and Drivers screens and warning messages.

**30.2 Formatted Enquiry**

To carry out a transaction using the format, enter #DN in the Transaction Code field, complete the Originator field as per force policy, suffixed with +TRAFFIC MATTER, and put 1 in the Reason Code field. The relevant format will be displayed, allowing the input of the NASCH factors, as described in sections 4.1 to 4.8 of this chapter. Two fields are mandatory, Name and Sex, with M and F being the only permitted options for the latter.

**30.3 Unformatted Enquiry**

As an alternative to using the format, the relevant details may be entered on the data line. The Transaction Code, Originator and Reason Code fields should be completed as stated in the previous section. The order of data entry on the data line is the same as in the formatted enquiry, but here it is necessary to separate each element by a field separator (either a colon or a semi-colon). For example:

**N                            A                            S C H**  
**HOLMES/SARAH:08101970:F:W:F508**

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

Trailing (semi-)colons may be omitted, thereby making the following example permissible:

**HOLMES/S;08101970;F**

However, any data missing between the factors, after the surname, must be replaced by (semi-)colons, e.g.

**HOLMES/S::F:W:F508**

N.B. It is strongly recommended that all known search factors are entered to ensure comprehensive responses are generated. Partially entered data may result in an incomplete search.

### 30.4 Responses

Up to 50 responses to each search will be presented, on separate summary screens for Names (PNC) and Drivers Licences (DVLA). At the top of the screen a message is displayed stating how many hits were found for each search, separated by a colon. Examples of this message are:

1 POSSIBLE PNC : NO TRACE DVLA  
BEST 50 OF 113 POSSIBLES PNC : 47 POSSIBLES DVLA

Each summary screen will be headed either PNC RESPONSES or DVLA RESPONSES, and the PNC Names responses will be displayed first if matches were found for both searches.

Searches on the PNC Names database will generally return a wider range of possible matches than on the Drivers database, which requires a more exact match on the name and date of birth.

#### 30.4.1 Possible responses to search of Names database

#DN Response	Meaning
NO TRACE PNC	No trace on Names database
1 POSSIBLE PNC	Single response on Names database
X POSSIBLES PNC	Multiple responses on Names database
1 POSSIBLE PNC (USING YEAR OF BIRTH SEARCH)	Single response on Names database (obtained using YOB)
X POSSIBLES PNC (USING YEAR OF BIRTH SEARCH)	Multiple response on Names database (obtained using YOB)
1 POSSIBLE PNC (CONSIDER YEAR OF BIRTH SEARCH)	Single response on Names database (consider using YOB)
NO TRACE (INCLUDING YEAR OF BIRTH SEARCH)	No trace on Names database (including YOB search)
BEST 50 OF X POSSIBLES PNC	More than 50 responses on Names database
BEST 50 OF X POSSIBLES PNC (USING YOB)	More than 50 responses on Names database (using YOB search)

#### 30.4.2 Possible responses to search of Drivers Licence database

#DN Response	Meaning
NO TRACE DVLA	No trace on Drivers database
1 POSSIBLE DVLA	Single response on Drivers database
X POSSIBLES DVLA	Multiple responses on Drivers database



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

## 30.4.3 Other possible responses

<b>#DN Response</b>	<b>Meaning</b>
ERROR(S) - RE-ENTER BELOW (Cursor flashes in field containing error	Invalid parameter in one or more fields
INSUFFICIENT PNC INFORMATION - TRANSACTION COMPLETED	Not enough information to generate few enough responses for them to be displayed

Text below appears in centre of map:

TRY MORE SEARCH FACTORS

NOTE: A HIGH VOLUME SEARCH ON THE SAME SEARCH FACTORS WILL ALSO RESULT IN AN INSUFFICIENT INFORMATION RESPONSE.

**30.5 Navigation between Summary Lists**

When the summary list of Names records is displayed (headed PNC RESPONSES) it will be possible to switch to the display of the Drivers records summary by entering DL in the PAGE field.

When the summary list of Drivers records is displayed (headed DVLA RESPONSES) it will be possible to switch to the display of the Names records summary by entering NA in the PAGE field.

When an attempt is made to display a non-existent list the message INVALID PAGING REQUEST will be displayed.

**30.6 Navigation between Names and Drivers Records**

One or more Names records may be marked for selection using X, with their display determined by the same paging options as described in [section 7](#) of this chapter. For example, putting DD in the PAGE field will cause all records with the Disqualified Driver element to be selected for display.

One or more Drivers records may be marked for selection using X, with their display determined by the same paging options as described in [Chapter 16, section 4](#). For example, putting D+ in the PAGE field will cause all screens of all records in the summary to be displayed in sequence.

Within #DN it will be evident whether a Names or Drivers Licence record is being displayed, as a Names record will show the PNCID number towards the top right hand side of the screen and a Drivers Licence record will show the DRIVER NUMBER.

When a Names record is being displayed it will be possible to navigate to the Driver record for that person (if a Driver Number exists) by entering DR in the PAGE field.

When a Drivers record is being displayed after entering DR in the PAGE field of the corresponding Names record, it will be possible to navigate back to that Names record by entering NR in the PAGE field. When an attempt is made to enter N (Next record), P (Previous record) or S (Summary screen) the message PAGE NUMBER DOES NOT EXIST will be displayed, because the Drivers record being displayed has been selected via the PNC Names summary screen.

N.B. If a Names record does not indicate the presence of a disqualification from driving (DD) report it is important to check the Drivers record as well, because some forces do not update the DD part of the PNC Names database.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**30.7 Warning Messages**

In certain circumstances #DN will display a message prefixed by WARNING: to indicate that the Names and Drivers records may relate to different people, or a Driver record cannot be found.

<b>Warning Message</b>	<b>Scenario</b>
NAME DOES NOT MATCH DRIVER RECORD	When name on Names record does not match name on Drivers record
DOB DOES NOT MATCH DRIVER RECORD	When DOB on Names record does not match DOB on Drivers record
NAME AND DOB DOES NOT MATCH DRIVER RECORD	When name and DOB on Names record does not match Drivers record
NO TRACE OF DRIVER NUMBER ON DVLA	When a Names record contains a Driver Number which cannot be found on the Drivers database

**31. NATIONAL POLICY ON NOMINAL DATA MAINTENANCE**

This section looks at the ways in which Nominal data can be added to a record, the rules regarding the entry of the information and how it can subsequently be maintained.

**31.1 Creation**

Nominal data cannot be created until a report has been entered. You **must** thoroughly search the system prior to creating a new record. Failure to do so may result in duplication. Adding details to the wrong record may ultimately lead to a wrongful arrest. If no matching record is found then a new record must be created. In the cases where a possible match cannot be confirmed a new record must be created. The Internal Cross-reference "May be identical to" can be added. If subsequently the subject's identity can be confirmed, the data can be transferred. If an existing record for the offender is found, then a further report and any relevant supplementary Nominal data must be added to it.

All data must comply with the requirements of the Data Protection Act 1998. Data must be relevant, accurate and necessary and all forces should ensure appropriate audit processes exist to support this objective.

**31.2 Amendments and Updates**

The amendment or update of Nominal data is dependent upon ownership of the data, level of authorisation of the user, the type of data and the status of the record.

**31.2.1 General Rules**

- Any discrepancies identified in data owned by another force might require liaison between the forces concerned, in order that it can be rectified.
- PNC will automatically check FS codes against ownership rules and levels of authority of the user.
- The PNCID is system created and can never be amended.
- Once created, CRO and SF numbers can only be amended by NPIA Reconciliations in conjunction with IDENT1.
- Driver numbers are issued by DVLA but they can be amended or deleted on PNC by forces.
- Forces entering an Arrest/Summons Report initially create the fingerprint status. Some elements can be amended by forces, others by NPIA Reconciliations and Fingerprint Bureaux only.
- The creator can amend the following at any time up until fingerprints have confirmed the identity of the subject. After this time only the NPIA Reconciliations, in conjunction with IDENT1, can update the items:

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

- Filename
- Date of Birth
- Sex
- Colour

**31.2.2 Number of Occurrences**

These items can occur more than once, but can only be updated by the original creator (see [Section 7.3](#)).

- Bail Conditions
- Wanted/Missing
- Disqualified Driver
- Arrest/Summons
- Impending Prosecutions
- DNA Reports
- Disposal History
- Alias Names
- Alias Dates of Birth
- Local Cross-References

**31.2.3 Group Items**

The items listed below exist as a group and anyone can update any of them; having updated any item they automatically become responsible for the accuracy and validity of the whole group of items.

- Ethnic Appearance
- Height
- Build
- Place of Birth
- Hair Colour
- Hair Description
- Facial Hair
- Eye Colour
- Glasses Worn
- Shoe Size
- Handedness
- Accent
- Nationality
- Marks/Scars/Abnormalities

**32. TRANSACTION INTERPRETATION**

There are two methods of carrying out maintenance on a subject's record:

- Using the #NU transaction.
- Using one or more of the "BYPASS" transactions relative to the Nominal Data Elements, which enable a single update type per transaction.

**32.1 Names Update Transaction (#NU)**

The #NU transaction is used to create a NEW Names record and to update existing records. The transaction can be used either formatted or unformatted mode.

**32.1.1 Formatted**

Leave the Data line blank and a format requiring the following will be produced:

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

- Force/Station Code and NASCH factors or Force/Station Code and PNCID or CRO No. and Checkname.

### 32.1.2 Unformatted

Enter the following details directly onto the data line using separators as described earlier in this chapter at [Section 5](#):

- Force Station Code: NASCH factors

### 32.1.3 New Records

A new person record can only be created using NASCH factors and the appropriate option to indicate what type of report is to be created, in addition to the above input factors.

- A Arrest/Summons Report
- W Wanted/Missing Report
- D Disqualified Driver Report

An automatic search of the database is carried out for possible matching records and one of the responses described below may be generated.

## 32.2 Responses to #NU Transaction

### 32.2.1 Insufficient Information

"INSUFFICIENT INFORMATION"

The operator will be warned that if they continue to create a new record based on this information, it is unlikely that it will ever be retrieved by a future NASCH enquiry, e.g. SMITH/. Once created, however, the record may be retrieved using the PNCID.

### 32.2.2 No Trace

"NO TRACE"

A format (dependent upon which report has been selected) is presented for completion. Once the report has been created and accepted by the system the opportunity is then given to create any relevant nominal details. The system produces the NOMINAL UPDATE MENU for selection of the required items. It is possible to mark all 21 Nominal data items and progress through each one as presented by the system.

Alternatively, the menu may be bypassed in favour of entering the appropriate item code in the page field (e.g. AD for ADDRESSES, PF for PLACES FREQUENTED etc).

The NASCH factors already entered can be amended if necessary, once the report has been created and before fingerprints are confirmed, by electing to update the DESCRIPTION screen. However, this may result in the rejection of the fingerprints, e.g. when they are received by your Fingerprint Bureau, but the Year of Birth has been subsequently changed.

### 32.2.3 Trace

"TRACE"

A full record or up to four summary screens of possible matching records will be returned, and the choice to add reports and/or maintain the record is displayed. However, the possible matches may be rejected and a new record created using the field described below:

- CREATE NEW RECORD? This field appears on the first NOMINAL page and if a Y for Yes is entered then the record, or summary currently on display,

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

is rejected and the appropriate report screen format is presented to create a new Names record.

Alternatively, where a record already exists, the record may be accessed using the PNCID and Checkname, or the CRO reference and Checkname. The following responses may be displayed:

- CHECKNAME INCOMPATIBLE WITH FILENAME. This indicates that a valid PNCID has been quoted but that it is not consistent with the Filename on the stored record.
- THE NUMBER REQUESTED HAS BEEN DELETED. This indicates that a record did exist on the PNC but has been deleted. There will be an explanation of what has happened to the record, e.g. it has been weeded.
- NUMBER NOT ISSUED. This indicates that the number is in a valid format but has not been issued.
- TRACE - one possible.

Upon reaching the required page the display will show the existing data with several options which will be discussed later, or a format to commence updating. If new data is to be entered, where data exists 'Y' is entered in the "CREATE" field and the "COMMENCE UPDATE" field. If data exists adjacent to each item there will be a field displaying several options (these are discussed later). These options relate to the items to which they are adjoined. Each update screen has an ABANDON UPDATE and ABANDON TRANSACTION field, which may be utilised, either to terminate that update but still proceed to the next update, if applicable, or to terminate the whole transaction, respectively.

### 32.3 After Creation

At the completion of updates, abandon once to redisplay the record in enquiry mode at NS, with full paging, displaying and printing functionality. Abandon once more to leave the record. The reason why the PNC displays the record again is to provide an opportunity to review the updates made.

## 33. THE NOMINAL FIELD RULES FOR UPDATING

The rules regarding the completion of the formats are reproduced below. The first three fields are common when creating or updating some other data items. The following rules apply wherever they are found.

### 33.1 Create More

CREATE MORE? N

Description: This is a mandatory field used to indicate to the system that more screens are required for update.

Input: The automatic default for this field is N to indicate that no further formats are required for completion. If further formats are required, the default should be changed to Y.

### 33.2 Abandon Update

ABANDON UPDATE? N

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

Description: Utilisation of this mandatory field allows the current update to be abandoned but any

remaining updates to be continued if required. The whole transaction is generally abandoned if the update is being carried out via a BYPASS transaction code.

Input: The default for this field is N to indicate continuation with the update. Enter Y to abandon the update and cause the record to revert to its original state.

### 33.3 Abandon Transaction

ABANDON TRANSACTION? N

Description: This field terminates the entire transaction even where further items have been requested for update.

Input: This automatically defaults to N. If this is changed to Y or A (ABANDON) then the whole of the update will be abandoned.

If Abandon Transaction is used following an update using #NU, the system returns the user to the Nominal Screen at an enquiry level to review the work carried out.

### 33.4 Warning Signals

There is a maximum of 20 warning signals allowed per record and they will, if all types are present, be displayed in the system generated order. It is possible to create several warnings of the same type on one record, e.g. two WEAPON signals, one for knives and another for baseball bat. Whenever a warning signal is created the originator must be able to substantiate the existence of the entry.

The format consists of four fields per warning signal, to a maximum of four per screen. To create more once the first screen has been filled enter the Y character in the "CREATE MORE?" field. This will provide a format for a further four warning signals to be input. This process can be repeated until the maximum number of permitted signals, i.e. 20, is reached. Once the maximum has been reached, the force needing to add another occurrence will have to contact the owners of the oldest/least relevant and request its removal before they can append the new one.

The signal IF is not permitted on the record of a female subject (nor IM on a male). Neither is permitted if the subject is unknown.

#### 33.4.1 WARNING

Description: This is a mandatory field in which a two-character code is input to describe the type of Warning Signal to be attributed to the subject.

Input: Two characters, dependent upon the type of warning to be described.

Full details of all current Warning Signals are found in [Section 9.2](#) of this chapter, Data Definitions and Help Screens.

#### 33.4.2 TEXT

Description: Although this is an optional field, explanatory text **should** be provided.

Input: Up to 60 characters of free text.

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>
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If there is insufficient space within the text box, the text box should include 'SEE OD PAGE' and any further text be added to the OD page (see [Section 27](#)).

#### 33.4.3 DATE

Description: This is a mandatory field and relates to the date on which the Warning Signal was current.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 05032002.

#### 33.4.4 F/S REFERENCE

Description: A reference that enables supporting documentation to be retrieved.

Input: A valid Force/Station identifier followed by an oblique, then a free text reference of up to 14 characters, comprising alpha, numeric, oblique or hyphen.

N.B. the Force/Station code used identifies the owner of the warning signal.

### 33.5 Information Markers

This item is used to record useful and operationally important information about a subject. The format consists of four fields that are described below.

#### 33.5.1 MARKER

Description: This is a mandatory field requiring a two-character input code used to specify the type of Information Marker to be attributed to the subject. Full details of available markers are found in [Section 10.1](#) of this chapter, Data Definitions and Help Screens.

Input: Two characters, dependent upon the type of marker to be created.

N.B.

- Only one type of marker can be entered, except in the case of OB, UN or AS. The USES NOMINAL DETAILS OF marker **must not** be linked more than once to the same non-PNC subject.
- The CONFIRMED DEAD marker can only be input if an UNCONFIRMED DEAD marker already exists on the record. The input of these two markers is restricted to a limited number of users; check to see that you are authorised to enter them.  
N.B When NFLMS sends PNC a Cancellation of a Firearms Certificate record due to death, the CD marker is added even if the UD marker is not present.
- The FOREIGN LICENCE marker can only be created if a Disqualified Driver report exists on the record. However, the NO LICENCE marker can be input regardless of whether a Disqualified Driver report exists or not.
- The marker LIFE LICENSEE can only be entered by SCD26 Prison Release Section.

The marker REFER TO FILE is no longer input on-line but may still be seen on migrated records. If UN is used an alias name and date of birth must be created on the record.

#### 33.5.2 TEXT

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

Description: This optional field is used to describe/validate any further information regarding the marker.

Input: Up to 60 characters of free text.

N.B. The marker UN **must** have supporting text.

### 33.5.3 DATE

Description: This mandatory field is used to record the date on which the evidence for the Information Marker was current, except for the marker RE, for which the date must be in the future.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 05032002.

### 33.5.4 F/S REFERENCE

Description: This mandatory field is a reference to source documentation that substantiates the relevance of the Information Marker to the subject.

Input: A valid Force/Station identifier followed by an oblique, then a free text reference of up to 14 characters, comprising alpha, numeric, oblique or hyphen.

N.B. The Force/Station identifier used, identifies the owner of the Information Marker.

## 33.6 Internal Cross-references

These items are used to link the PNC record of one subject to that of another PNC recorded subject. When an Internal Cross-reference is added to a subject, a corresponding Cross-reference is automatically added to the related record. There is a maximum of ten such references permitted per record. Five different types of cross-reference are available. It is therefore possible to place ten of the same type of Internal Cross-reference onto one record. The same type of reference cannot be linked to the same record more than once. There are three fields to be completed in this format and they are detailed below.

### 33.6.1 XREF TYPE

Description: This is a mandatory field used to describe the type of internal cross-reference relating to the subjects.

Input: A two-character code to indicate the literal to be displayed to the enquirer. Full details of codes and meanings are found in [Section 11.1](#) of this chapter, and are available in the Data Definitions and on Help Screens.

The PU code should only be used with Internal Cross-references where the person referred to is a PNC subject. An alias name and date of birth must be added to the corresponding records. The Markers WAITS MAKEOVER TO and FROM are both system-generated (not operator input) when the makeover process is hindered because the Back Record Conversion of the records is incomplete.

When both subjects hold full CRO numbers, NOT IDENTICAL TO can only be inserted by NPIA Reconciliations in conjunction with IDENT1.

The Internal Cross Reference NOT IDENTICAL TO and MAY BE IDENTICAL TO the same subject, are mutually exclusive.



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**33.6.2 PNCID**

Description: This is a mandatory field used to indicate to which record the subject is cross-referred.

Input: The PNCID of the person being cross-referenced.

**33.6.3 CHECKNAME**

Description: This is a mandatory field used to input up to the first 12 characters of the surname to which the above PNCID relates.

Input: Up to the first 12 characters of the surname of the subject of the record being cross-referred.

N.B. Ensure that the Checkname input actually relates to the subject's FILENAME and not any other name used by them.

**33.6.4 OWNER**

Description: The user must enter here details of the Force/station code originating the information relating to this item. This field is common to many data input screens and the rules for the completion remain the same for each item. Consequently it will not be repeated.

Input: A valid four-character Force/Station code of the owner of the information, e.g. 33BA. If nothing is entered, the system automatically uses the Force/Station code used at the commencement of the transaction.

**33.7 Alias Names, Nicknames and Company Names**

Alias Names and Nicknames are used to record other names used by the subject. They are displayed and entered as separate items. There is a combined maximum of 254 Aliases/Nicknames which can be added to any one record (this does not include a DVLA Alias). Any name other than the Filename or Company Name under which the record is first created is classed as an Alias or Nickname. Aliases and Nicknames erroneously entered cannot be amended. They must be deleted then re-input.

When a Company is prosecuted for a recordable offence, it will be necessary to record the details of that Company and the prosecution details on PNC.

**33.7.1 ALIAS NAME**

Description: This is an optional data item. An Alias is classed as any name used by the subject other than the Filename or Nickname.

Input: Surname/Forename(s).

N.B. The names under which the subject has been processed are not to be input as an Alias as they will be automatically picked up by the system as being alias names and added to the record.

**33.7.2 NICKNAME**

Description: This is an optional item and is used to catalogue any name, by which the subject is known, which is not already recorded and does not conform to the standard surname/forename format. There is a combined

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

maximum of 254 Alias/Nicknames which can be input per record (excluding the DVLA Alias).

Input: As for the surname of the Filename, input the Nickname followed by oblique, e.g.

MICK THE KNIFE/  
CHUNK/

N.B. The nickname must not duplicate any existing Filename, Alias, or Nickname. Nicknames cannot be amended. If necessary they must be deleted and re-input.

When updating, consideration should be given to the spelling of nicknames to allow a greater chance of a hit in the future. For a Nickname such as CORKY, more than one entry should be made such as CORKIE, KORKY and KORKIE.

**33.7.3 COMPANY NAME**

Description: When a Company is prosecuted the Company Name is created in the same way as an individual's name.

Input: The actual name of the company is entered as the surname, followed by an oblique and either "Company" or "Dotcom/Company" as forenames, e.g.

LEGALANDGENERAL/COMPANY  
YAHOO/DOTCOM/COMPANY

Note that the growth of internet companies being convicted for recordable offences has led to the use of DOTCOM to distinguish these. This name should be used on PNC regardless of what the actual website suffix is, e.g. ".com", ".co.uk", ".net" etc.

The following additional rules apply:

- Replace obliques and hyphens with spaces
- Convert "&" to the word "AND"
- Omit all non alpha-numeric characters
- Convert numeric to words e.g. "A2B Taxis" becomes  
ATWOB TAXIS/COMPANY
- Omit "Limited", "Ltd.", "Public Limited Company", "PLC", "CO" and "Company" from the surname element

The use of the above rules should ensure that Company Names can be found when searched for when using QUEST and in accordance with the advice found in [Section 4.6](#) of this chapter.

**33.8 Alias Dates of Birth**

Description: This is an optional data item utilised for any date of birth used by the subject which differs from that recorded as the FILE DATE OF BIRTH. There is a maximum of 50 occurrences permitted.

Input: This is an 8-character format (DDMMYYYY), which requires either a full date of birth (e.g. 09121958) or a partial date of birth (e.g. --121958 or ---1958).

N.B. Duplicates of either the File or other Alias Dates of Birth are not permitted.

**33.9 Description**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

This item can consist of up to 16 different individual data items. Apart from the Filename, Colour, Sex and Ethnic Appearance, the items are all optional. If the record has an Arrest/Summons or FCH report, then the NASC factors can only be updated by NPIA Reconciliations. There is no direct ownership of the other items, therefore any authorised operator can create or update any one of them, but then becomes responsible for all of them. It is necessary to enter 'Y' in COMMENCE UPDATE prior to gaining access to the screen.

### 33.9.1 Date of Birth

**Description:** This field is used to enter the date of birth of the subject. This then becomes the File date of birth.

**Input:** This is an 8-character format (DDMMYYYY), which requires either a full (e.g. 09121958) or partial date of birth (e.g. --121958 or ----1958) to be entered.

N.B. Check that the date is not a duplicate of an Alias Date of Birth which already exists on the record.

### 33.9.2 Sex

**Description:** This field is used to describe the sex of the subject.

**Input:** A single character input to indicate the sex of the subject:

- M = Male
- F = Female
- U = Unknown

### 33.9.3 Colour

**Description:** This field is used to describe the skin colour of the subject.

**Input:** A single character input to indicate the colour of the subject:

- W = White
- N = Non White
- U = Unknown

### 33.9.4 Ethnic Appearance Code

**Description:** This field is used to indicate the ethnic appearance of the subject, **not** their ethnic origin. As it may be used in speculative searches of the National DNA Database it is important for this field to be populated. To encourage this, a DAF print is sent to the owner of the associated A/S report if a DNA sample is successfully profiled for a person with unknown Ethnic Appearance. Forces should check these prints and update the Ethnic Appearance on PNC wherever possible. This update will automatically send the new value to NDNAD.

**Input:** A single digit is input to indicate the appearance of the subject as follows:

- 1 White – North European
- 2 White – South European
- 3 Black
- 4 Asian
- 5 Chinese, Japanese or South East Asian

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

- 6 Middle Eastern
- 0 Unknown

## 33.9.5 Height

Description: This field is used to record the height of the subject.

Input: A four-character input consisting of an alpha character identifying the standard used, i.e. metric or imperial, followed by the numeric value of that particular standard, e.g.

- M172 = metric standard of 172 centimetres
- F508 = an imperial standard of 5 feet 8 inches

N.B. Check the value is not greater than F811 (M272), or less than F200 (M060).

## 33.9.6 Build

Description: This item is used to describe the apparent relationship between the subject's height and weight (their stature).

Input: Two characters or text literal as follows:

- FT or FAT
- HE or HEAVY
- SY or STOCKY
- BR or BROAD
- PR or PROPORTIONATE
- ME or MEDIUM
- TH or THIN
- SL or SLIM
- ST or SLIGHT
- SM or SMALL

## 33.9.7 Shoe Size

Description: This field is used to indicate the subject's shoe size in either British or European standard format.

Input: Up to five characters input, dependent upon the standard used. The British format is prefixed B, followed by the size (one or two characters) or nn.5 for half sizes. The European format is prefixed E, followed by two characters, e.g.

## British

- B6 = British size 6
- B06.5 = British 6½
- B0 = British child's size.

## European

- E48 = European size 48
- E00 = European child's size.

The minimum and maximum sizes are:

- British 0 European 00 (child's)
- British 16 European 53

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

The standard chosen for input is converted by the system and both are subsequently shown on the record. Certain British half sizes do not have a separate European equivalent. These half sizes will be acceptable input, but when the information is displayed in the enquiry mode, they will be seen as a full size, e.g. an input of B8.5 will be displayed as B8.

When the shoe size B10 is input, it is always converted to B9.5 as these are both E44.

## 33.9.8 Eye Colour

Description: This field is used to describe the apparent colour of the subject's eyes.

Input: Up to two fields of two alpha characters or the literal text. Where each eye differs in colour from the other, e.g. right eye blue/left eye green, the right eye colour is entered in the first field.

- BL = Blue
- BR = Brown
- GN = Green
- GY = Grey
- HA = Hazel
- PI = Pink
- UN = Unknown

## 33.9.9 Glasses

Description: This field is used to give an indication whether the subject normally wears glasses, contact lenses or neither.

Input: A single character as follows:

- G = Glasses worn
- C = Contact lenses worn
- N = Neither Glasses nor Contact lenses worn

## 33.9.10 Handedness

Description: This is an indication of whether the subject is right/left handed or ambidextrous.

Input: Enter a single character code.

- A = Ambidextrous
- L = Left handed
- R = Right handed

## 33.9.11 Hair Type

Description: This field is used to describe the characteristic of the subject's head hair.

Input: This field is mandatory if hair features are to be recorded, and is used to describe the type of hair the subject has.

- BALD (BA)
- COLLAR LENGTH (CL)
- CROPPED (CR)
- RECEDING (RE)
- SHORT (SH)

<b>The PNC Manual, version 12.01</b>	
For Use By Authorised Staff Only	Chapter 11

- SHOULDER LENGTH (SL)
- VERY LONG (VL)

## 33.9.12 Hair Colour

**Description:** This item consists of three sub-fields used to describe the colour of the subject's head hair, including whether it is dyed and/or greying.

**Input:** The format consists of up to five sub-fields and the user is required to input either a 2-character alpha code or literal text to a maximum of 29 characters.

- The first sub-field describes the normal colour of the hair.
- The second sub-field describes, if applicable, whether the normal hair is greying or dyed.
- The third sub-field describes the artificial colour of the hair.
- The last two sub-fields describe features of the hair.

The permitted normal colours are as follows:

- AUBURN (AU)
- BLACK (BK)
- BLONDE (BD)
- BROWN (BR)
- DARK BROWN (DB)
- FAIR (FA)
- GINGER (GI)
- GREY (GY)
- LIGHT BROWN (LB)
- MOUSEY (MO)
- RED (RD)
- SANDY (SA)
- WHITE (WH)

DYED (or D) and GREYING (or G) are permitted inputs for the second sub-field. The artificial colour includes all the earlier normal colours and the following:

- BLUE (BL)
- GREEN (GN)
- MULTI (MU)
- ORANGE (OR)
- PINK (PI)
- PURPLE (PU)
- YELLOW (YE)

N.B. Where GREYING is entered in the second sub-field no further input into the third sub-field is permitted. Where DYED is input in the second sub-field an artificial colour must be input.

## 33.9.13 Features

**Description:** This field is used to describe the style or characteristics of the subject's head hair.

**Input:** The format may consist of up to two sub-fields or a total of up to 17 characters.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

The first and second fields are used to describe the features of the subject's hair. These are optional fields. Valid inputs are as follows:

AFRO	(AF)	PLAITED	(PL)	STREAKED	(SD)
BEEHIVE	(BH)	PONYTAIL	(PT)	TEDDY	(TE)
CURLY	(CU)	PUNK	(PK)	THINNING	(TH)
CURTAINS	(CT)	RASTA	(RA)	UNTIDY	(UN)
DIRTY	(DI)	SHAVEN	(SV)	WAVY	(WA)
GREASY	(GR)	SKINHEAD	(SK)	WIG	(WI)
MOHICAN	(MO)	SPIKED	(SP)		
PERMED	(PM)	STRAIGHT	(ST)		

e.g. DI TH = Dirty and Thinning.

### 33.9.14 Facial Hair

**Description:** This consists of up to five sub-fields and is used to describe the type, colour and features of any facial hair the subject has.

**Input:** The input in the first sub-field for the type of facial hair can be one of the following literals or one-character codes:

- MOUSTACHE (M)
- BEARD (B)
- LONG SIDEBURNS (L)
- CLEAN SHAVEN (C)

The colour of the facial hair is input into the second sub-field. This can either be a literal or the two-character code used to describe hair colour.

The third sub-field is used to indicate whether the hair is dyed or greying. The input for this field is either a literal or the corresponding single character:

- DYED or D
- GREYING or G

Only one or other of these is permitted on each record.

If the third sub-field has been completed with the code D the artificial colour should be input into the fourth sub-field. The permitted input here is the same codes and literals that are used to describe hair colour.

The fifth available field is used to describe the features of the facial hair. The input consists of up to ten free text characters.

e.g. B MO D LB Bushy = Beard, mousey, dyed, light brown and bushy

**N.B.** An artificial colour is only permitted if it is preceded by the D code.  
If CLEAN SHAVEN is used as the type, no other facial hair occurrences are valid.  
A maximum of three different occurrences is allowed.

### 33.9.15 Accent

**Description:** The subject's accent.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

Input: One of the following text strings or the associated two-character code:

American	(AM)	Irish	(IR)	Oriental	(OR)
Asian	(AS)	Italian	(IT)	Other Foreign	(OF)
Australian	(AU)	Liverpool	(LI)	Scottish	(SC)
Birmingham	(BI)	London	(LO)	Southern	(SO)
Cultured	(CU)	Manchester	(MA)	Spanish	(SP)
East Anglia	(EA)	Midland	(MI)	Welsh	(WE)
English	(EN)	Northern	(NO)	West Country	(WC)
French	(FR)	North East	(NE)	West Indian	(WI)
German	(GE)	North West	(NW)	Yorkshire	(YO)
Glasgow	(GL)				

Local is not a permitted accent. OTHER FOREIGN only relates to foreign accents not covered by the above. It is not to be used for unlisted UK or unidentified accents.

### 33.9.16 Place of Birth (POB)

Description: This field is used to input the place where the subject was born.

Input: Up to 40 characters of free text. Permitted characters are:

Alpha	Numeric	Space
Hyphen	Apostrophe	Full stop
Oblique	Ampersand	Comma
Semi-colon	Parentheses	Plus

In all cases, where place names are common or not widely known then a two-digit Force Code **must** be entered to identify the police area where the place is situated, e.g. UPTON13. Where the place of birth is abroad, the appropriate name of the country should be appended to the place name, e.g. NANTES FRANCE.

### 33.9.17 Nationality

Description: The country in which the subject holds legal citizenship. It is possible to record up to three different nationalities where the subject claims dual/triple nationality.

Input: A 3-digit code or text literal of up to 33 alpha characters.  
A copy of the details is available on the help screen associated with this data item.

N.B. Nationalities may not be duplicated.

New countries, e.g. Montenegro, are shown and the #QN transaction provides the latest list of valid entries. Records containing historic countries, e.g. Yugoslavia, are not automatically converted to the new countries.

### 33.9.18 Driver Number

Description: This field is used to enter the subject's Driver Number as issued by the DVLA.  
There does not need to be a Disqualified Drivers report on the record for this item to be added.

Input: This field consists of 16 characters, the appearance of which is determined by the DVLA. If the details on the Driver Number record do not match those of the record but do relate to the subject, consideration must be



<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 11
------------

given to the addition of an alias name and/or date of birth where applicable.

### 33.9.19 Marks/Scars/Abnormalities

This feature consists of three component items that are used to describe physical identifiable features of the subject. There is a permitted maximum of 999 occurrences per record. By creating or updating any of these items the user automatically becomes responsible for the accuracy and validity of all of the occurrences (including the Description) already present. The rules for each component are reproduced below.

#### 33.9.19.1 MSA TYPE

**Description:** This is a mandatory item that indicates the type of feature attributed to the subject. It is made up of three sub-fields.

**Input:** The first sub-field is used to describe the type of feature. It consists of a four-character input as follows:

LACKing	PRCD (pierced)
MARK	SCARred
PECUliar	TATToo

The second sub-field consists of one alpha character and describes the position on the body where the identifier is found. The valid inputs are as follows:

R (Right)	L (Left)
C (Centre)	U (Upper)
W (lower)	- (not applicable)

The third sub-field is used to indicate the part of the subject's body on which the feature can be found. The permitted input is four characters as follows:

ABDOmen	EARS	HAND	SCALp
ANKLe	ELBW (Elbow)	HIPS	SPEEch
ARMS	EYBW (Eyebrow)	KNEE	TEETH
BACK	EYES	LEGS	TOES
BRST (Breast)	FACE	LIPS	TONGue
BROW	FEET	NECK	WRST (Wrist)
BUTTocks	FINGer	NIPPlE	
CHESt	GAIT	NOSE	
CHIN	GENItals	PENIS	

For full details of MSA keywords see Appendix 1, Help Screens, Data Definitions or #QN.

N.B. Only certain combinations are permitted.

#### 33.9.19.2 MSA Keywords

**Description:** This is an optional field used to categorise and clarify the TYPE input above. PRCD is the only category that does not permit the entry of KEYWORDS.

**Input:** Up to four separate KEYWORDS per TYPE may be entered. Each KEYWORD must not exceed 14 characters. Keywords are held on a help table on the system. Enter a type on the help screen to be presented with available keywords.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

N.B. Check that the maximum number of characters has not already been entered. Only one Mark/Scar/Abnormality should be described per occurrence. If a keyword is ever amended, consideration must be given to amending any related text.

### 33.9.19.3 MSA Text

**Description:** This is an optional field used to clarify further the TYPE of feature and elaborate upon the KEYWORDS used. It should only be completed where further explanation of the keyword entered above is thought to be necessary.

**Input:** Up to 60 characters of free text to describe the feature in question, e.g. MERMAID SITTING ON A ROCK. Each text description should accurately and clearly elaborate upon the keyword. Care should be exercised to spell words correctly or as they appear in a tattoo.

N.B. Text can only be entered if one or more Keywords are entered, except with PRCD for which text is always allowed, as no Keywords are associated with this MSA Type.

## 33.10 Gender Recognition Act 2004

Since April 2005 the Gender Recognition Act 2004 has allowed people who have lived in their preferred gender for at least two years to change their sex lawfully by applying for a gender recognition certificate (GRC) and, if a UK citizen, a new birth certificate. A person granted a GRC and birth certificate assumes all of the legal entitlements of a person of the same birth sex, for example employment, marriage and pension rights. They will also be dealt with within the criminal justice system as a person of that sex when it comes to gender specific sexual offences.

### 33.10.1 Gender Reassignment Field Rules

**Description:** The gender change of successful GRC applicants is identified by the GR (Gender Re-assigned) Information Marker. NIS has the responsibility for updating the PNC records to reflect the gender change. If at any point during detention the detainee informs the police that they are in possession of a new birth certificate then, subject to documentary confirmation, the NIS must be contacted by fax with the following information: Full Name (both previous and new, if different), Date of Birth, Change of Sex (Male to Female or Female to Male), CRO No. or PNCID and confirmation that the subject has produced a GRC to show their change of sex.

**Input:** This is carried out by NIS, who will:

1. Add a GR Information Marker.
2. Change the sex marker as required
3. Change the file name to reflect the person's new name
4. Record their former filename as an Alias Name.

### 33.10.2 Ownership of Gender Reassignment information

The notifying force will be shown as the 'owner' of the information. All original associated records such as fingerprints, court records etc. will remain in the person's original filename if they were created when the person was using that name. New records will be in their new filename.

If a person with a criminal record voluntarily attends a police station to notify the police of a change of gender, and they supply the necessary documentation (a new birth

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

certificate), their PNC record will be updated by notification to NIS in exactly the same way as an arrested person.

### 33.10.3 Change of Identity

There is no legal obligation on any person in possession of a GRC and/or a new birth certificate to inform the police that they have changed their name or gender. It is, therefore, quite possible that an arrested person could be released or otherwise dealt with before any link to their previous offending history is known (through confirmation by fingerprints).

This situation may arise currently whenever a person uses a false or assumed name. Legislation does allow for fingerprints and DNA to be taken after arrest and before charge for any offence (see [Appendix 9, section 33](#)). If there is any doubt over the identity of an arrested person forces are encouraged to take and check fingerprints at the earliest opportunity.

### 33.10.4 Disclosure of Gender Reassignment information

Under s.22 of the Act it is an offence for a person who has acquired protected information in an official capacity to disclose the information to any other person. It is not an offence under this section to disclose protected information relating to a person who has applied for a GRC if, among other reasons, the disclosure is for:

- i) the purpose of instituting, or otherwise for the purposes of, proceedings before a court or tribunal
- ii) the purpose of preventing or investigating crime

It is vital, therefore, that gender change information is handled sensitively and professionally, and is **not communicated** to any person inappropriately where the purpose of the disclosure is not in accord with the legislation above. This is particularly important where communication is made over insecure channels, or where printouts are used.

## 34. THE BYPASS TRANSACTIONS

Once a record has been created it is possible to maintain it by using any of the nine following bypass transaction codes as an alternative to using the #NU code. In all cases the format of the bypass code requires the entry of either the PNCID and Checkname or CRO reference and Checkname along with the Force/Station code of the user. Not all operators will have access to the bypass codes and those who do will only be allowed to use them if they have rights of ownership on the particular item they wish to maintain. Each update screen has an ABANDON UPDATE and ABANDON TRANSACTION field. Depending upon which screen the operator is viewing, the use of either of these fields within bypass codes will generally cause the transaction to be abandoned.

For nominal updates associated with an AS for which the fingerprints are taken and not yet confirmed, #AV must be used (see [Chapter 12, section 4.7](#)).

### 34.1 Nominal Update (#NN)

This transaction allows the update of nominal and descriptive data. This includes all singly occurring nominal, descriptive and reference fields, e.g. eye colour, driver number, build etc.

### 34.2 Warning Signal Update (#NW)

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

This transaction will produce all of the existing Warning Signals with several occurrences permitted per page and potentially more than one page of them. Each occurrence is displayed in full. The option is also available to create new signals by utilising the CREATE field at the bottom of the screen. Once the maximum of 20 has been reached, the force needing to add another occurrence will have to contact the owner of the oldest/least relevant and request its removal before they can append the new one. Alongside each occurrence, dependent on level of authority and ownership of the Warning Signal, the following options may be available:

A Amend the content (e.g. supporting text or reference) of a Warning Signal owned by that Force/Station. Where a Warning Signal has been selected for amendment, the current data is displayed. Amendments are accepted, validated and, if suitable, applied to the record and updated.

R Review. Warning Signals can remain for the entire life of a record. However, they must be reviewed within five years from the date of creation or last update. Prior to this date, a printout will be generated from the Hendon Data Centre to the owning force and it is necessary for the Force/Station responsible for its existence on the PNC to decide whether it is still required to remain on the system. If this is the case, the option is taken and the Warning Signal may exist for a further five years before it requires reviewing again.

If a signal is chosen for review, it is displayed and confirmation is required that the signal is to be retained. Where confirmation is given the review date is updated, otherwise no action is taken. If the signal has been reviewed, and it has been decided that it is no longer relevant, then the D option must be used to delete it.

D Delete a Warning Signal owned by that force. This may be because it has been reviewed and deemed no longer accurate or relevant etc. When a Warning Signal is selected for deletion, it is presented for confirmation of the deletion, otherwise no action is taken.

Before selecting the appropriate option, the RECORD OTHER DETAILS data must be viewed as there may be information there relating to Warning Signals and/or Information Markers, which was added upon migration. Any number of occurrences may be marked for any type of update. If there is more than one page of signals the page default will be for the next page of that section. When all the occurrences for update have been marked, enter 'Y' in COMMENCE UPDATE field. Updates may begin from any page. The system actions the requests in screen display order. Then, if the CREATE field has been utilised to create a new signal, the format for the creation of up to four Warning Signals is produced for completion. More formats are available, allowing up to 20 occurrences to be entered.

### 34.3 Other Bypass Transaction Codes

The transactions listed below follow the same rules described above at #NW, except there is no option to review Marks/Scars/Abnormalities, Local or Police Circulation References, Photograph Locations or Addresses.

- #NA Address Update
- #NC Police Circulation Reference Update
- #NI Information Marker Update
- #NK Method (MO) Keyword Update
- #NL Local Reference Update
- #NM Description and Marks/Scars/Abnormality Update
- #NP Photograph Location Update

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

By creating or updating any Mark/Scar/Abnormality, that Force/Station automatically becomes responsible for the accuracy and validity of all other such data present in that section (including the Description) on the record at that time.

### 35. ADDRESS INFORMATION

This item is used to record addresses associated with the subject, excluding places frequented by them. There is the facility to record a maximum of 999 occurrences per record. They are displayed in the order of the most recently entered, displayed first, and the oldest last. This item consists of up to eight fields. These are discussed below. The Owner is the Force/Station code supplying the information. When creating or amending address types H (Home), B (Business) and O (Other) a facility exists within #NU and #NA to look up the postcode and validate it using the Royal Mail PAF. See section 35.4 for more details.

#### 35.1 Date At Address

Description: This is a mandatory field used to indicate the latest date on which the subject was known to be associated with the given address.

Input: A standard 8-character date in the format DDMMYYYY.

#### 35.2 Type

Description: This is a mandatory field when an address is being entered and it requires the inputting of a code to indicate what type of address the subject is associated with.

Input: A single alpha character to indicate the type of residence as follows:

H = Home	B = Business
N = No Fixed Address	U = Unknown
O = Other	

The free text field must be used to clarify entries in the 'Other' category, and may also be used to indicate the general area for a 'No Fixed Address' entry, if known.

#### 35.3 Address

Description: The postal address associated with the subject.

Input: Five sub-fields of 32 characters each for the complete postal address (excluding the postcode, for which the next item caters).

Check that the input contains only the following permitted characters:

Alpha	Numeric	Space	Oblique	Hyphen
Apostrophe	Comma	Full stop	Parentheses	Colon
Ampersand				

If the address is one abroad, it can be entered in this field.

In the case of the Unknown option above, text cannot be entered into the ADDRESS field. In the case of No Fixed Address, the ADDRESS field can be used to indicate the area in which the subject is living, e.g. "The Brighton Area".

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**35.4 Postcode**

**Description:** This is an optional field for the postcode, if it is known, of the address where the subject resides. The inclusion of postcode information is **essential** if forces are to gain maximum benefit from QUEST. It is also a performance indicator for Names data input. Postcode information can be obtained using the #QA transaction (see Chapter 5, section 2.1). This functionality is also available within the update transaction for certain address types, by filling the address fields described in the previous section and placing '?' in the Postcode field. Alongside the desired record press 'P' to use its postcode to update the PNC address record, or either 'F' or 'X' to use the full address to update it.

**Input:** This field requires the input of up to seven alpha/numeric characters. The first part of a postcode, e.g. LS1, would suffice instead of LS1 7RE if that is the only information available. However, **every effort must be made to obtain postcode information in full.**

**N.B.** Only alpha/numeric and space characters are permitted.  
Check that the first part of the postcode is a valid code.

**35.5 Home Force**

**Description:** This field contains details of the police force and station responsible for the area in which the address is situated, and must be completed.

**Input:** A valid four-character Force/Station code of the police station responsible for the area in which the address is situated, e.g. 33BA, or a valid two-character force code.

**35.6 Telephone**

**Description:** Utilisation of this optional field allows the operator to enter up to five telephone numbers which the subject regularly uses and which are associated with that address.

It should be recognised that mobile phone numbers are not associated with an address and may change frequently. The purpose for holding them is for intelligence that relates to a specific date. Mobile phone numbers should therefore be recorded in the Identity Numbers field.

**Input:** There are four sub-fields.

- The first sub-field is used for the name of the town or telephone code area associated with the number. The input consists of up to 30 alpha, space, hyphen, apostrophe or full stop characters.
- The second sub-field is used to input the area dialling code of up to 6 digits.
- The third sub-field requires input of the specific telephone number of up to 8 digits.
- The final sub-field is used to input any extension number of up to 5 digits, e.g. 0191 386 4929 2363.

**N.B.** Input must consist of at least the Town and Number or Area Code and Number.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**36. PLACES FREQUENTED**

This is an optional item used to inform enquirers of places the subject is known to frequent regularly. There is the facility to record 999 such occurrences per record. It consists of items similar to that in the ADDRESS field, i.e. a postal address sub-field, and a postcode sub-field. The same rules apply to these and are reproduced below.

**36.1 Location**

Description: The postal address of the place frequented.

Input: As for address page.

**36.2 Postcode**

Description: This is an optional field for the postcode, if it is known, of the address of the place frequented. The inclusion of postcode information is **essential** if forces are to gain maximum benefit from QUEST. Postcode information can now be obtained using the #QA transaction. For full detail see Chapter 5, section 2.1.

Input: This field requires the input of up to seven alpha/numeric characters. The first part of a postcode, e.g. LS1, would suffice instead of LS1 7RE if that is the only information available. However, every effort must be made to obtain postcode information in full.

**37. KNOWN ASSOCIATES**

This item will contain details of any person who is known to associate with the subject of a PNC Names record in connection with the suspected or potential commission of crime. It can consist of up to four component parts that are described below. Entry must consist of the Name, Address and one relationship if the associate is not recorded on the PNC, or PNCID, Checkname and two relationships if the associate is recorded on the PNC.

It is not necessary for the associate to be recorded on the PNC Names application for this item to exist. When an occurrence has been created on the subject's record, there will be a corresponding occurrence automatically appended to the associate if they are recorded on the PNC. There is the facility to record a maximum number of ten such occurrences per record.

**37.1 PNCID of Associate**

Description: If the associate is already recorded on the PNC, the PNCID and Checkname must be input. This action alleviates the need to enter an address, as the latest one existing on the Nominal Screen of the associate's record will automatically be displayed on the subject's record. (This is not necessarily the most recent address shown on the Associate's AD page)

Input: A standard PNCID reference.

**37.2 Checkname**

Description: This is a mandatory field if a PNCID has been entered, and is used to input up to the first 12 characters of the surname to which the above PNCID relates.

Input: Up to the first 12 alpha characters of the surname of the associate.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 11
----------------------------------	------------

N.B.

- Ensure that the Checkname input actually relates to the subject's FILENAME and not any other name used by them.
- If the associate is also a recorded subject and the update being performed fails, check that the associate's record does not already contain the maximum number of occurrences. If it does, contact with the owner of one of the items should be considered, to ask them to delete it if less significant or no longer relevant.

### 37.3 Associate's Name

Description: This item is only completed where the associate is not recorded on the PNC, and requires the input of the name of the associate.

Input: As for FILENAME.

N.B. Check the first two fields - they should have no data in them.

### 37.4 Associate's Address

Description: The postal address where the associate resides. This is only completed where the associate is not recorded on the PNC.

Input: As for Address page.

N.B. An address may not be added if the input in the previous sub-fields was a PNCID and Checkname.

Other information

- "NO FIXED ABODE" and "NOT KNOWN" are permitted literals in the address field.
- If the address is abroad, it can be entered in this field.
- There is no validation of this field in respect of the layout of the address, so there are no designated fields for the street or town.

### 37.5 Postcode

Description: This field is only completed where the associate is not recorded on the PNC.

Input: As for address page.

### 37.6 Relationship

Description: This field is used to describe the relationship between the subject and the associate.

Input: Up to 30 characters of free text to describe the relationship, e.g. Friend. Alternatively, where the associate is recorded on the PNC two relationships, subject to the associate (in the first field), e.g. Nephew, and associate to subject (in the second field), e.g. Uncle, can be entered. An "\*" character may be used in the second relationship field to indicate to the system that the relationship applies in both directions, e.g. Cousin.

N.B. If two relationships have been entered, check that only the PNCID and CHECKNAME fields have been completed. Otherwise delete the second RELATIONSHIP.



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**38. PHOTO LOCATIONS**

Generally when an Arrest/Summons report is created, details of any custody photograph relating to the subject and an associated Arrest/Summons report are recorded on that report at the time of creation. However, there may be instances when a Photograph exists and it has not been linked by the system to a recorded A/S report. Details of these Photographs can be recorded at this section. When this section of the record is viewed, both system-linked entries and those entered manually will be displayed.

There is a maximum of ten occurrences permitted within this section. Should an eleventh need to be added to the record, the force wishing to add it should contact the owner of the oldest one and arrange for it to be deleted. However, if the data is added as the result of the creation of an Arrest/Summons report the system will automatically replace the oldest entry with that new entry. The screen consists of four fields. The rules regarding the completion of those fields are as follows:

**38.1 Location**

Description: This field is used to identify the location of the custody photograph taken in relation to this entry.

Input: Standard four-character Force/Station identifier, e.g. 13HQ.

**38.2 Date of Photo**

Description: This field requires entry of the date on which the photo was taken.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 05032002.

**38.3 Arrest/Summons Reference**

Description: This optional field is used to identify the Arrest/Summons report with which the Photograph is associated.

Input: This is a reference generated by the PNC upon creation of an Arrest/Summons report.

N.B. Ensure that the Reference actually exists on the record and that it has been entered in the correct format.

**39. LOCAL REFERENCES**

These are references maintained on the PNC that identify the existence of police information held elsewhere about the subject. They can be used with the #NE transaction to access the record.

There is a maximum of eight occurrences allowed per record.

There are three types of reference:

- INTELLIGENCE reference. Indicates that a Force/Station is actively seeking information about the subject. Details of Intelligence references **must not** be transmitted via insecure channels, e.g. radio.
- INTEREST reference. This means the owner of the reference requires notification of any update to the record. Should an update take place on the record of the subject, e.g. the addition of data, the Force/Station listed as having an interest marker will receive notification of the activity from Hendon, via the DAF printout.

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>
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- INFORMATION HELD reference is used to advise the operator to contact the listed Force/Station code if further information about the subject is sought.

### 39.1 Force/Station Code

Description: This item requires the code of the Force/Station relating to the reference.

Input: A valid four-character Force/Station code of the police station responsible for the area in which the address is situated, e.g. 33BA. If nothing is entered, the system uses the default Force/Station code of the transaction originator.

### 39.2 Reference

Description: This is a reference relating to the information that the above Force/Station can provide or requires.

Input: An alpha/numeric reference consisting of up to 11 characters. One of these characters **must** be an oblique.

### 39.3 Intelligence Indicator

Description: This mandatory field indicates to the system the type of marker that is required against the reference. If the Force/Station requires information from others regarding the subject, this indicator is utilised.

Input: A single character input of either Y if the indicator is required or N if it is not.

### 39.4 Interest Marker

Description: This mandatory field is utilised so that whenever data is added, amended or deleted from it the interested Force/Station is automatically notified of the action by way of printout.

Input: A single character input of either Y if the marker is required or N if it is not.

### 39.5 Date

Description: This field is optional and requires input of the date on which the reference was current.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 05032002. Alternatively this field can be left blank and the system will automatically insert the current date.

## 40. POLICE CIRCULATIONS

This item is used to enter details of police circulations or publications that contain information about crimes and/or criminals related to the subject. There is a maximum of five occurrences allowed per record. The format consists of three sub-fields.

### 40.1 Title/Source

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**Description:** This field is used to indicate the name of the publication in which the subject is referred to.

**Input:** The input for this field consists of up to 34 free text characters. If necessary it should also contain a Force/Station code and/or originator's name.

#### **40.2 Date of Issue**

**Description:** This field requires entry of the date on which the publication was circulated.

**Input:** A standard 8-character date in the format DDMMYYYY, e.g. 05032002.

#### **40.3 Case Reference**

**Description:** This field is used to indicate any reference relevant to the circulation/publication.

**Input:** Up to 18 free text character of a reference. This may include a Force/Station code if there is insufficient space in the Title sub-field.

### **41. OFFICERS WITH KNOWLEDGE**

This item lists details of police officers with a good knowledge of or relationship with the subject, not merely an officer who can identify them. The screen format requires details of the officer's Rank, Name, and Territorial/Sub-Divisional identifier. There is a maximum of ten occurrences per record for this item.

Name and Rank, Name, Rank and District, Rank and Number or Number and District (see below) are acceptable minimum entries. Number and District are permissible input together, but if used they must be sufficient to identify the officer within that force, being mindful individuals move on and their number can be reallocated. If the officer concerned is seconded to the National Crime Squad, consideration must be given to adding "NCS" to the Name field in order to differentiate them from other officers in the force with the same details.

#### **41.1 Name**

**Description:** This is the surname of the officer having knowledge of the subject.

**Input:** The input consists of up to 16 alpha, space, hyphen, apostrophe and full stop characters of the officer's surname.

#### **41.2 Rank**

**Description:** This field is used to identify the rank of the officer having knowledge of the subject.

**Input:** This field requires the input of up to eight characters to denote the rank of the officer.

Commissioner	COMM
Deputy Commissioner	DCOMM
Assistant Commissioner	ACOMM
Deputy Assistant Commissioner	DAC
Commander	CDR

<b>The PNC Manual, version 12.01</b>	
For Use By Authorised Staff Only	Chapter 11

Chief Constable	CC
Deputy Chief Constable	DCC
Assistant Chief Constable	ACC
Chief Superintendent	C/SUPT
Detective Chief Superintendent	D/C/SUPT
Superintendent	SUPT
Detective Superintendent	D/SUPT
Chief Inspector	CI
Detective Chief Inspector	DCI
Inspector	INS
Detective Inspector	DI
Sergeant	PS
Detective Sergeant	DS
Constable	PC
Detective Constable	DC
Special Constable (all ranks)	SC
Civilian (all grades)	CIV
Honorary Policeman	HP
Private Prosecution	PP
Police Community Support Officer	PCSO

**41.3 Number**

Description: This is an optional field used to display the number associated with the officer, e.g. collar number.

Input: Up to seven digits.

**41.4 District/Division**

Description: This optional field requires the district or division where the officer is stationed.

Input: Up to two alpha/numeric characters identifying the officer's normal place of duty.

**42. IDENTITY NUMBERS**

This item is used to display any reference other than PNCID, CRO, Driver Number and Local Force References, which lead to further information about the subject. Typical examples are National Insurance Number, Aliens Registration Office reference, other Driver Numbers and CPS File Number. Any reference displayed here can be used to access the record. However, because they are not necessarily unique, the use of them may produce several responses. This is an optional item and can occur a maximum of ten times per record.

**42.1 Type**

Description: This field is used to clarify what the reference refers to.

Input: This is a free text field of up to 20 characters used to describe the earlier mentioned reference.

**42.2 Number**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**Description:** This field requires input of the reference that leads to further information about the subject.

**Input:** Up to 18 free text characters. All numbers should be entered without spaces and punctuation marks. National Insurance numbers should be input in the format AANNNNNNA where A is an alpha character and N is a numeric, with no spaces.

### **43. PASSPORTS**

The passport details group consists of up to six component parts and is used to record details of passports used by the subject. There is a maximum of ten occurrences permitted per record.

Details of expired passports should not be added to the PNC. Of the six components only two of them, the Passport Number and Country of Issue, are mandatory items. All of these parts are described below.

#### **43.1 Passport Number**

**Description:** This is a mandatory sub-field used to record the permitted reference allocated by the issuing authority to the subject's passport.

**Input:** Up to a 20-character permitted reference. Valid characters are alpha/numeric, hyphen, space, oblique and full stop.

#### **43.2 Country of Issue**

**Description:** This mandatory field should identify the country responsible for issuing the subject's passport.

**Input:** A three-digit code or literal text describing the country of issue. For more details of the codes and literals see the Help screen associated with this field.

For passports issued in England, Scotland, Wales or Northern Ireland, the United Kingdom should be entered as the country of issue.

#### **43.3 Issuing Office**

**Description:** This is an optional field requiring details of the location of the office that issued the passport.

**Input:** This field will accept up to 46 characters of free text. The name of the town/city in which the office is situated will suffice. The postal address is not necessary.

#### **43.4 Issue Date**

**Description:** This optional field is used to record the date on which the subject's passport was issued.

**Input:** A standard 8-character date in the format DDMMYYYY, e.g. 30031998.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

**43.5 Expiry Date**

Description: This optional field is used to record the known expiry date of the subject's current passport.

Input: A standard 8-character date in the format DDMMYYYY.

**43.6 Other Details**

Description: If any other information relating to the subject and their passport needs recording this

optional field should be utilised, e.g. if the passport also includes details of spouse and/or children.

Input: Up to 150 free text characters.

**44. OCCUPATIONS**

PNC can record a maximum of 99 occupations per record and a date when that particular occupation was correct. The status of Unemployed is included in this list. The occupations input must be one of those listed in the associated table and in the format laid down by the ACPO Standards. The officer in the case **must**, wherever possible, obtain accurate details of the subject's present and past occupations. Where they are classed as UNEMPLOYED, attempts must be made to identify what occupation they have actually had in the past and when, so it can also be recorded.

If the subject states they are, for example, an "ex (or unemployed) mechanic", the occupation of MECHANIC should be input with a suitable date, followed by the occupation UNEMPLOYED with an appropriate date. By taking this action, future searching of the database will be assisted and better results obtained by the enquirer. Certain occupations are classed as NOTIFIABLE, i.e. somebody is to be informed when the subject in one of those occupations comes to notice adversely (e.g. Convicted, or in some cases Cautioned, for an offence). The PNC automatically identifies when a subject in one of the relevant occupations comes to notice adversely and generates a printout to the forces affected by the incident.

A full list of occupations is available through the Data Definitions (showing those which are notifiable) and #QN.

**44.1 Date**

Description: This field is optional and requires input of the date on which the reference was current.

Input: A standard 8-character date in the format DDMMYYYY, e.g. 05032002.

**44.2 Occupation**

Description: This field is used to record the occupation of the subject, including the position or rank held if applicable. Unemployed is a permitted input.

Input: Acceptable input can be found by utilising the associated Help Table, or by entering the known details of the occupation.

**45. CHARACTERISTICS**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 11</span>

This item consists of a group of up to four components. They are used to describe specific qualities and skills of the subject. There is a combined total of 99 occurrences allowed per record. The characteristics to be created must be specified before the appropriate formats are displayed for completion.

#### 45.1 Dress

**Description:** This item is used to describe clothing which the subject habitually wears and is likely to assist in identifying them at a later date.

**Input:** Up to 100 characters of free text to describe the dress worn by the subject, e.g DRESSES IN COMBAT TYPE CLOTHING.

#### 45.2 Jewellery

**Description:** This item consists of two fields and is used to describe any jewellery or adornments normally worn by the subject. The first sub-field requires a literal input relating to the type of jewellery worn and the second field is used, if necessary, to describe the item.

**Input:** The first field is used to classify the type of adornment worn. It requires the input of a text literal as follows:

BRACELET	BROOCH	EARRING
NECKCHAIN	PENDANT	PIN
RING	WATCH	OTHER

The second field is used to detail the type input above. It is an optional item unless the Type specified is OTHER, in which case it becomes mandatory. Up to 30 free text characters are permitted in this field.

#### 45.3 Habits/Mannerisms

**Description:** This optional field is used to describe any mannerism or habitual behaviour of the subject.

**Input:** Up to 100 free text characters can be input to describe the habit/mannerism, e.g.

STAMMERS or BITES NAILS etc.

#### 45.4 Skills

**Description:** This field is used to record any special skill, knowledge or ability the subject has which is likely to be used in the commission of a crime.

**Input:** Up to 70 free text characters to describe the skill, e.g KNOWLEDGE OF DRUGS, FORGER, LOCKSMITH.

### 46. ORGANISATIONS

Forces making use of either this or the Record Other Details categories should ensure that entries:

- have a value in police investigations
- are in compliance with Data Protection Act 1998 requirements that the information should be accurate, relevant and current
- are justifiable by the force in relation to the above guidelines

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 11
----------------------------------	------------

The use of this category holds a great potential for causing embarrassment to the Police Service. It is not intended to show that the subject holds membership of political, social or any other organisation as a matter of course. However, the information held about a conviction can be significantly more meaningful when coupled with information in the ORGANISATIONS category, e.g. a conviction for assault or carrying an offensive weapon if the subject is a member of 'The Firm' (an organisation of anti-social football supporters).

For membership of terrorist groups forces should pass this intelligence to their Special Branch, who will make a decision as to its relevance on the PNC.

PNC can record details of up to five organisations per record with which the subject is involved. The item consists of up to four component parts.

#### **46.1 Organisation Name**

Description: This mandatory field is used to record the full name of the organisation or group to which the subject is linked.

Input: Up to 70 free text characters input to impart the name of the associated organisation.

#### **46.2 Address and Postcode**

Rules as per AD Page.

#### **46.3 Nature of Organisation**

Description: This field is used to clarify the apparent purpose of the organisation with which the subject is associated.

Input: Up to 100 free text characters to make clear what the supposed objective of the organisation is.

#### **46.4 Relationship of Subject**

Description: This optional field is used to clarify what relationship the subject has with the organisation/group. It should be used whenever possible.

Input: Up to 150 free text characters.

### **47. RECORD OTHER DETAILS**

This category is for holding textual items that are not catered for in other more specific sections.

#### **47.1 Text**

Description: This particular field is used to record any further relevant information about the subject that is not covered elsewhere in the record.

Input: Up to twenty entries each of up to 64 free text characters to record any information to be added to the record. Input should be concise, yet clear and unambiguous, with due regard to the Data Protection Act 1998.



**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 11

This field can be used as an overflow page from other areas such as WS. However, if this is the case, it is necessary to tell users to go to the OD page in the text of the item that overflowed.

**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 11

**NOTES**

## **CHAPTER 12 - THE OFFENCE PROCESSING ELEMENT**

### **1. SOURCES OF OFFENCE PROCESSING DATA**

When a person is dealt with by a law enforcement agency, e.g. the Police, Department of Work and Pensions, for a recordable or certain categories of minor offence, details of that offence and its progress through the judicial system must be recorded on the PNC. In accordance with the *PNC Code of Practice* the data relating to the Offence, Court Case, final Disposal at court etc., is held in the Offence Processing section of the PNC Names record. Information used to create a record on the PNC containing an Offence Processing element can be received from several sources.

All data must be correctly and accurately transferred from its source onto the PNC. The data must be of sufficient quality and quantity to enable the creation of a worthwhile report.

In order to view the full *PNC Code of Practice* document, click the link below.

[http://www.npia.police.uk/en/docs/Police\\_nat\\_comp\\_C\\_of\\_P.pdf](http://www.npia.police.uk/en/docs/Police_nat_comp_C_of_P.pdf)

The main timeliness targets are as follows:

- **Start of Process** - create 90% of A/S reports within 24 hours, and 100% within 3 days
- **Discontinuation/Conclusion of Process** - add 75% of case results within 7 days of receipt from court

#### **1.1 Source Input Document**

The majority of information required to create a record/report will be provided by completion of a Source Input document. Those forces which do not use an input document must ensure that wherever the data originates from it must be accurate and as complete as possible.

When a person is dealt with for an offence which is likely to be recorded on the PNC, the officer arresting and/or dealing with the offender must complete the document whilst the subject is **still present**. Forces must establish quality control processes to ensure the accuracy of data contained in this document.

The input form requires the completion of items relating to nominal detail about the subject, including Name, Date of Birth, Sex and Colour. Additional information regarding the physical appearance of the subject, addresses used or frequented by them, details of the offence for which they are being dealt with, the method used to commit the offence and how they were dressed at the time of committing it are also required. This list is not complete but gives a brief outline of the type of information required by this document. There is a common model for source input documents but most forces currently use a form of their own design.

Non-police agencies are required to use the specified Non Police Agencies source input document (NPA1). This form must not be altered locally, and must not be used for adding non-police cautions to PNC as this contravenes current policy. A copy of the NPA1 form, along with NPA2 (Additional Offences and MO) and NPA3 (Notification of Disposal) may be found in [Appendix 1](#) of this chapter.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

## 1.2 Courts

Once the police have dealt with an offender, that person may appear at a court in relation to the relevant offence(s). The court will adjudicate and decide upon guilt or otherwise. A court has the power to defer dealing with the offender at the time they appear, and may allow them to leave the hearing on bail to reappear at court at a later date. Alternatively, the court may remand the offender in custody until they next appear at court.

If the offender is found guilty of an offence, the court will usually sentence them.

The manner in which a case may be disposed of is wide and varied and often depends upon the offence and offender dealt with. Regardless of whether or not the case is adjourned to a later date, or what type of disposal is decided, the police force responsible for the area from which the charge emanated is required to update the PNC with details of the adjournment or disposal. In instances where cases are heard in a different police area, e.g. at Crown Court or transferred to a court in another police area, the force receiving the result of the hearing is responsible for updating PNC. It is envisaged that eventually this action will be carried out directly by the courts themselves, but until this time the task is a police responsibility.

## 1.3 Prison Service

If following an appearance at court the offender is sentenced to a term of imprisonment, the Prison Service will become responsible for supplying certain information to the police regarding the subject.

Examples of this data are the type of establishment the sentence has been served at, its duration, and details regarding the release (this will include details regarding those prisoners who are still considered "AT RISK" following early release). The information will be provided to the SCD26 Prison Release Section or forces, who are jointly responsible for the entry of the data onto the PNC on behalf of the Prison Service. It is envisaged that eventually the entry of this data will become the responsibility of the Prison Service.

Similar action is taken on receipt of details of persons released from Mental Institutions, provided a PNC record exists for the subject.

## 1.4 Non-Police Prosecuting Agencies

In addition to the police service there are several non-police prosecuting agencies (NPPAs) with powers to prosecute for recordable offences, which do not have on-line access to update the PNC in relation to those offenders. In order to improve the consistency in the way arrest, summons and disposal information is managed and recorded on PNC, ACPO have drawn up a guidance document called *National Standard for Recording NPPA Prosecutions on the PNC*. This was issued via PNC L/O Letter 2011/010, and NPPAs should refer to it in conjunction with the *PNC Code of Practice* and the *PNC National Standard Operating Rules*. Note that summons information is entered by the local force for non-ACRO supported organisations.

Local arrangements dictate how the information is captured and entered onto the PNC. Ideally forces receive the relevant information using the NPPA documents (NPA1 and NPA2, or NPA3 for disposal information not added to PNC via the Bichard 7 portal). It is imperative that prosecutions of a subject for a recordable offence, by any law enforcement agency, are recorded on the PNC.

The creation and maintenance of such information is the responsibility of the police force in whose area the charge originated or, in instances where cases are heard in other force

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 12
----------------------------------	------------

areas, the force receiving the result of the hearing. The force entering the information onto the PNC is initially liable for its accuracy and relevance. They may, however, be indemnified against liability by the Prosecuting Agent.

### **1.5 European Arrest Warrants**

From April 2009 the Metropolitan Police Extradition and International Assistance Unit no longer dealt with persons arrested on a European Arrest Warrant outside their force area. The arresting force is now responsible for all matters, and a separate NPIA guidance document is available (see PNC L/O Letter 2009/013).

The rules for the recording of an arrest on European Arrest Warrant are as follows:

#### 1.5.1 General

- When an EAW request is received from a member state with fingerprints, the Wanted Missing PNC record will already have an A/S entry. This would have been created to hold the non-UK fingerprints on IDENT1 by SOCA. In all cases this entry should be ignored and a new A/S created on arrest of the subject in the UK.
- It is recommended that forces create a specific Force/Station code to be used for all EAW arrests to allow for ease of management of any Impending Prosecutions or other issues.

#### 1.5.2 Creating an Offence

- The Offence Qualifer FR should be entered.
- The offence code should be the nearest UK equivalent. If no offence is apparent a text offence can be created, however this will prevent resulting.
- Offence Location FS-Code should be entered as your own Force/Station code.
- Offence Location description should be the foreign location.
- A/S CREATED FOR ARREST ON EAW or similar text should be entered in the A/S Text field.

#### 1.5.3 Court and Disposal Details

- The subject should be shown as appearing at one of the following courts:
  - Arrests in England or Wales - City of Westminster Magistrates' Court (2660)
  - Arrests in Scotland - Edinburgh Sheriff Court (9741)
  - Arrests in Northern Ireland - Belfast Magistrates' Court (9008)
- Cases should be resulted as Extradited (4022) or if the extradition is not ordered they should be shown as Discharged (1019). If the warrant is withdrawn by the issuing country after arrest then this should be resulted as Withdrawn Final (2063).

## **2. OFFENCE PROCESSING ELEMENT - RECORD AND REPORT CONTENT**

The following information will only be available if the subject has at least an Arrest/Remand History or Disposals recorded against them. Enquiry access to the Offence Processing element is generally gained using the #NE transaction as described in [Chapter 11](#). Once a record has been retrieved, either the Nominal Menu or the appropriate page code may be used to progress through the content.

Once the Offence Processing element has been reached, the manner in which the record may be displayed differs slightly from the method used in relation to the rest of a record. A record containing any of the Offence Processing elements may contain several pages of

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

information of varying lengths and detail. They all have dates in common. The date can be used as another method of navigating around this particular element. All elements are displayed in reverse chronological date order, i.e. the most recent incident is the first to be displayed. Within the Arrest/Remand History, remands are stored by appearance date in chronological order against each individual Arrest/Summons. Within the Disposal History section, subsequent appearances are displayed after the disposal/appearance date.

- Arrest/Remand History and Impending Prosecutions are stored by process date.
- Disposal History is stored by the Disposal/Appearance date.
- Custody History is stored in chronological order of Start of Custody date.

Placing either a year (1996) or a month and year (071996) in the page field can assist paging. The effect of using the date method varies slightly depending which part of the Offence Processing element is being viewed. Entry of 1996 will display the commencement of the last information recorded in 1996. Entry of 071996 will display the commencement of the last information recorded for July 1996. If none exists the response will either be INVALID PAGING REQUEST (if there is no data recorded earlier than that) or the earlier data will be displayed as an alternative.

### **2.1 Arrest/Summons Report**

Each time a subject is processed for a recordable offence by way of Charge, Report, Summons, Arrest or Penalty Notice for Disorder a PNC report is created.

If present, the first part of the Offence Processing element to be displayed will be the Arrest/Remand History screen, which will display details of:

- the offence(s) and date(s) thereof
- the process stage
- the Fingerprint and DNA status
- the Arrest/Summons number generated by the system
- remand details, if any

It is possible to mark any of those elements to obtain further information.

### **2.2 Offence Details**

If one of the offences is marked for display then the following information may be present:

Details of the Arrest/Summons reference and the Court reference relative to the charge if it has been linked to a court case; a warning that the offence was COMMITTED ON BAIL, if applicable, and the following information:

- STATUS - the position the case is in at that time, e.g. PENDING or UNLINKED to a Court Case or Pending disposal, CAUTION, NFA, REPRIMAND or WARNING, as well as GUILTY, NOT GUILTY OR NON CONVICTION.
- PLEA - the plea entered by the subject, but only if that stage has been reached in the proceedings. This may be GUILTY, NOT GUILTY, NO PLEA TAKEN, CONSENTED, RESISTED or NOT KNOWN.
- ORIGINATOR - the Force/Station code of the originator of the offence.
- CRIME REF - the crime/offence reference relating to the offence.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

- TIC - the number of offences Taken into Consideration at the same time as the primary charge was dealt with, but only if that stage has been reached in the proceedings.
- OFFENCE - the offence for which the subject is being dealt with.
- DATE/TIME - the date(s) and time(s) the offence was committed.
- LOCATION - the location where the offence was committed.

At the bottom of the screen the option is given to view further data (providing the information is present on the record) such as the METHOD, KEYWORDS, OTHERS CHARGED and DISPOSALS. These are discussed further below.

### **2.3 Method**

The first item identifies the Arrest/Summons reference and number of the offence associated with the following information. The METHOD field is used to describe the manner in which the offence was committed.

The DRESS field is used to describe the type of clothing worn by the offender at the time of committing the offence.

### **2.4 Use of Method Data in connection with Evidence of Bad Character**

All users of PNC data must be aware of the appropriate use of the method field, and understand how the data is collected and recorded. The Offence 'Method' field is normally collected at the time of initial arrest or charge and is rarely if ever amended either in the light of new information gained subsequently in the investigation or following court proceedings. Although in a few rare cases amendment may be considered appropriate, the field is meant to reflect the police understanding at the time of arrest or charge of the method of the commission of the offence and may not be specific to an individual. It does not purport to be a definitive and authoritative description of the facts of the case as either presented by the prosecution or determined at court.

With the increasing use of PNC data for disclosure in areas such as evidence of 'Bad Character' (e.g. under Criminal Law Act 2003 or under the Criminal Procedure and Investigations Act 1996), care must be taken that this data is not provided to prosecutors or other agencies as being definitive or incapable of challenge.

### **2.5 Keywords**

If the option to view keywords is available, selecting will display a list of keywords selected from a pre-defined list, that are appropriate to the offence. The keywords will have been selected by the force owning the offence, by reading through relevant items of paperwork such as Crime Reports, Witness and Victim Statements.

### **2.6 Others Charged**

This information will only be present in cases where the subject has been jointly charged with another PNC subject. The information is system generated upon entry of the same Crime/Offence reference on several records when the offence details of the Arrest/Summons report are input. The page will show the A/S reference and the relevant offence number. Below that will be the PNCID and the Checkname of the co-accused. There may be up to 99 "OTHERS CHARGED" per offence.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**2.7 Disposals**

It is possible to view the Offence Details, by marking the appropriate option, to access a display of the disposal relating to that offence, if applicable at that time. The display will contain details of the relevant Arrest/Summons reference and the offence number it relates to. It will be accompanied by the sentence (disposal) imposed by the court for that particular offence, alternatively with Refer To Court Case/Result Unobtainable or NFA, Caution, Reprimand, Warning, POT/Deport data where appropriate. There may be up to ten different disposals per offence displayed.

**2.8 Arrest/Summons Reference**

If the Arrest/Summons reference is marked, the Arrest/Summons reference that the data relates to is displayed at the top of the report followed by:

- **A/S NAME** - the name in which the subject was processed
- **A/S DOB** - the date of birth given by the subject when processed
- **FINGERPRINTS** - whether the subject's fingerprints were TAKEN. Alternatively the following may be displayed: NOT TAKEN, REJECTED, ADMIN REJECTION, FORCE, MISSING, CONFIRMED, RETURNED, DESTROYED or UNCONVERTED (seen only on a few Back Record Converted records)
- **PROCESS STAGE** - the process stage (the status, e.g. CHARGED, REPORTED, SUMMONSED, ARRESTED, POSTAL), accompanied by the time and date on which it was applicable.
- **PHOTOGRAPH** - whether a photograph of the subject was taken and, if so, when, and where held.
- **DNA STATUS** - Whether the subject has had DNA TAKEN. Alternatively the following may be displayed: NOT TAKEN, FORCE, REJECTED, MISSING, LOST or DAMAGED, CONFIRMED, PROFILED or DESTROYED.

In all instances, except where the status is NOT TAKEN, the following items will be present:

- Sample Barcode – the unique number given to a sample taken from the DNA sample kit
  - Sent to Lab – shows which laboratory the DNA sample was sent to:
    - CMK – Cellmark
    - DUN – Dundee
    - EFS – Eurofins
    - FDS – Forensic DNA Services
    - FER – Food & Environment Research Agency
    - FSS – Forensic Science Service
    - LGC – Laboratory of the Government Chemist
  - Date of Sample – date the sample was taken
  - Sample Type – the type of DNA taken from the subject, either hair, swab or blood.
  - DNA F/S ref – a reference number allocated by individual forces as a reference when dealing with this sample of DNA



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

- Test Method – the method of testing/analysing the DNA sample (SGM or SGMPLUS). Where this field is empty it will be displayed as UNKNOWN if DNA Status is C or P.

If held in Force a Fce/Stn Code will also be included to show where the DNA is held.

- **ARRESTING OFFICER** - details of the officer arresting the subject
- **PROSECUTING AGENT** - the agency responsible for prosecuting the offender
- **TEXT** - up to 256 characters of free text to clarify the report details
- **LAST UPDATED** - the date when the report was last updated

## 2.9 Remand Information

If this item is marked on the Arrest/Remand History, information relating to that Arrest/Summons reference will be displayed. It provides more information about the remand of the subject, e.g. whether on bail to appear at a particular court or police station on a certain date, along with, if applicable, any imposed conditions of bail; or, remanded in custody at a certain place until they appear on a particular date and at a specified court. If, as a result of the Remand hearing, Bail Conditions were imposed there will be an opportunity to view those conditions.

If as a result of the appearance a period in care is imposed, there will be an opportunity to view details of the authority in the case, the Social Worker and their details, in addition to any bail conditions and care address.

In the case of a person being remanded in custody, there will be an opportunity to view the Custody details held in respect of that Arrest/Summons report and Offence.

If there is a Period in Institution associated with the Remand details, it cannot be viewed from the Arrest/Remand History screen. Access can only be obtained via the Custody History section of the record.

### 2.9.1 Bail Conditions (BC)

The Current Bail Conditions page (BC) contains all outstanding remands with conditions. This covers all remands on bail, remands in care and remands on police bail where ALL of the following apply:

- bail conditions or a bail address exist
- next appearance date has not yet passed
- the Arrest/Summons contains one or more unresulted offences or offences resulted with a Sentence Awaited disposal

Note that more than one remand from the same Arrest/Summons may be displayed where these rules apply.

## 2.10 DNA Report Summary

The information is provided for this screen by the creation of the Arrest/Summons. The screen displays a history of DNA samples taken and their current statuses. The screen includes:

The AS number to which the sample refers

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

DNA status  
 Sample barcode  
 Laboratory to which sample sent  
 Date of sample  
 Type of sample  
 Force reference number  
 Test Method

Amendments to this screen can be carried out through the AS page where permitted. The further updating of this screen is carried out directly by a link to the Forensic Science Service. When a sample is taken and recorded as such by the force concerned, the PROFILED indicator will be applied by the FSS when profiling achieved. Upon entering a guilty adjudication, the system will automatically change Profiled to Confirmed and place a marker on the nominal screen to show DNA CONFIRMED.

### 2.11 Impending Prosecution

The information is provided for this screen by the creation of the Arrest/Summons. Any offence not linked to a disposal group (e.g. Court Case, Caution, Reprimand, Warning and NFA) will be highlighted in inverse video here. Once the offence has been linked to a Court Case Disposal Group the highlight will be removed from the Impending Prosecutions screen until the case is resulted, at which time that particular impending prosecution will be removed from the screen. The Impending Prosecution includes details of:

- the Arrest/Summons Reference and the date the subject was processed
- the offence(s) for which they are awaiting trial and the date(s) on or between which the offence was committed
- the court and date at which they are to appear

It is possible to mark the first two items to view further information relating to the report or offence. The screens displayed will be the same as described above from the Arrest/Remand History. The ability to view associated Method, Keywords and Others Charged, where they exist, is also provided. It is possible to have keywords against an offence prior to a court adjudication. There is no opportunity from this screen to view any Remand detail. There is a maximum of 999 Impending Prosecutions.

### 2.12 Disposal Summary

The creation of an Arrest/Summons report, the Disposal Group it is linked to and the ultimate disposal of the offence generate the information contained within this item. The existence of a Disposal Summary is not apparent from the status line display but there will always be one on the record, even if there are no actual disposals held. The Disposal Summary is provided to present a summarised version of the ACPO Data Standards classification of offences the subject has committed, as well as the number of disposals within each Offence Group and the years during which the first and latest of those offences was committed. Also present is a count of offences dealt with by way of Caution, Reprimand, Warning, Penalty Notice, NFA, POT or Deportation, as well as those for which no result could be obtained. The PNC caters for Arrests made under the Prevention of Terrorism Act 1996 and for Executive Deportations using the disposal group named "POT/Deport" (this is used as a method of disposing of offences which are not handled through the normal judicial processes, e.g. Court Case, Caution etc).

Note that the procedural work-round for adding Penalty Notices puts them in the Non-Conviction category. Only cases added using the proper Penalty Notice disposal group (made available in 2009) are included in the Penalty Notice count.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 12

There are 20 different groups of offences in use. These are displayed in the order reproduced below.

If a disposal does not exist on the record for a particular group of offences then that group will not appear on the summary.

**OFFENCE GROUP**

1	Offences against the person	11	Offences related to Police/Court/Prison
2	Sexual offences	12	Drugs offences
3	Children, young persons and sexual offences	13	Offences against immigration
4	Offences against property	14	Drugs & Immigration offences
5	Fraud and kindred offences	15	Firearms/shotguns/offensive weapons
6	Theft and kindred offences	16	Firearms/explosives & related offences
7	Dishonesty offences	17	Miscellaneous offences
8	Poaching offences	18	Historic Legislation
9	Offences against the state	19	Foreign offences
10	Public Disorder offences	20	Non recordable offences

**2.13 Disposal History**

This screen displays information regarding the disposal of any recorded resulted offence the subject has been involved in. In some cases this data was migrated from both the PNC2 records and from Back Record Converted microfiche records (where the information did not appear on the PNC2 record). In other cases the "Prosecuting Forces" input the information when they update the subject's record with details of the way in which an offence was disposed.

The existence of a Disposal History is apparent by the existence of DH on the status line with a numerical value. Offences dealt with by way of NFA do not increment the DH status line count.

The details contained in this item include the date when the case was dealt with, the name of the court involved (if applicable), the offence(s) which were disposed of, a court or Force/Station reference (if applicable) and the method of disposal. Access can also be gained to much of this information via the Arrest/Remand History. In the case of offences that were dealt with by way of Caution, Reprimand or Warning, there will be details of the case reference, the date the Caution was administered and by whom, and the Force/Station code where it was administered. These are accessed by marking the appearance data on the Disposal History screen. By marking the associated offence, details of the offence, e.g. Method Used, Keywords and Others Charged, will be displayed.

There is a maximum of 999 disposals. They are displayed in the order of the most recent disposal first and the oldest one last. An asterisk appearing adjacent to the offence indicates that it was added to the record as an additional offence at court. The literal (ADDITIONAL) will also be seen after the offence when it is viewed in full.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 12
------------

**2.14 Custody History**

When a person has been detained in custody, either as a result of a remand or a sentence, details of that period in custody should be recorded on the PNC. This information is found on the Custody History screen. In cases where the person has been remanded in custody, the Custody History screen will show this as "REMAND IN CUSTODY". When a remand is added the Custody History is automatically updated. Alternatively "IN CUSTODY" will be displayed. These may be viewed in more detail by marking the occurrence with an X. If the "REMAND IN CUSTODY" occurrence is viewed, the resulting screen will contain remand custody details, which identify the Arrest/Summons reference, the date that custody started and the date of the remand. There may also be present further text, possibly explaining the reason for the remand in custody, e.g. "FOR THEIR OWN SAFETY AT HMP (L) DURHAM".

**2.15 Sentence Custody**

If the "IN CUSTODY" occurrence is marked and viewed, the display will contain the date custody began, the Court Reference, the fingerprint status, and date if applicable, and there may also be present some further explanatory text.

In either of the above cases, if the "HELD AT" occurrence is marked and viewed, details of the institution or police station where the subject has been remanded or sentenced to, along with the date the custody started and ended, where applicable and known, will be shown.

Where a prison is displayed as the place "HELD AT", an additional code is displayed. This identifies the type of institution, e.g.

HMP (L)	=	Local Prison
HMP (C)	=	Closed Prison
HMP (O)	=	Open Prison
HSP	=	National Resource Hospital
JVI	=	Juvenile Institution
PRH	=	Pre Release Hostel
RMC	=	Remand Centre
SPU	=	Special Unit
SPU (A)	=	Additional Special Unit
SSI	=	Short Sentence Institution
VPU	=	Vulnerable Prisoner Unit
YOI (C)	=	Closed Young Offender Institution
YOI (O)	=	Open Young Offenders Institution

If there is information on the Custody History screen relating to the release of the subject from an institution, this can be found by marking with an X the "RELEASED (DATE)" occurrence.

This screen will contain details relating to the final release of the subject from an institution. Movement and transfers within the Prison Service are not recorded on the PNC at this time.

The detail displayed will consist of the Date and Reason for the release. There may also be present a Sentence Expiry Date, which may show a date in the future where the subject has, been released early but on a Licence. If this is the case, the Type of Licence will also be displayed. Other information that may be present includes:

- a Recall Order Date of Issue (where the Home Office have issued an Order of Recall against the subject)
- a Parole Reference (where the subject has been released on parole: this is subject to the data being supplied to the SCD26 Prison Release Section)

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

- an Address Released To and any additional text which will be used to clarify any ambiguity within the Custody data.

If there are Licence details associated with the release, they can be accessed from the Release details screen. This contains any conditions associated with the licence and any supervisory detail (i.e. name and address of contact and supervision start and end dates) present on the record relating to that release.

### 3. NATIONAL POLICY ON RECORD KEEPING

#### 3.1 General

The police force responsible for the area in which a recordable offence was committed is generally responsible for entering the appropriate data onto the PNC, even if the offender is arrested in another police area or in the circumstances described in s.31 or s.41 of the Police and Criminal Evidence Act 1984 (see [section 3.4](#) below for details). There are a few occasions when this guideline will not apply, e.g. Court Case update and Disposals. These circumstances are described elsewhere in this manual.

The credibility of the PNC rests upon the reliability of the records kept on it. It is important that users abide by the rules and conventions specified in the following sections.

#### 3.2 Ownership

When a record is first created the matter of ownership of the record is a relatively simple one. All of the information added at that time to the system has been from one force. Therefore all of the data input by them is the responsibility of that force. They 'own' the data and must ensure its accuracy and relevance.

As soon as any other force adds data to the record the situation becomes more complex. It is possible for the bulk of a record to be owned by one force and a very small amount by another. Certain information, once input, is owned by the same force regardless of what other data is added, until the owner or the system removes it.

Forces who have no reports on the record may own some items, e.g. they may create and maintain a Warning Signal. They will own this particular item until the record is deleted, or they or the system removes the data they own. Each item of a record will be discussed in detail below.

The following details will always be owned by the force that originally entered the information onto the system; consequently no other force can update them:

- **Arrest/Summons** reports, including offence detail, method used, dress, and subsequent updates relating to the progress of those reports, e.g. remand details. This does not include Impending Prosecutions.
- **Final Disposal details**
- **Local Cross-references**
- **Other Identity Numbers**

However it is possible for other forces to create additional information relating to other, new data items mentioned above. The force entering the data is regarded as the owner and is responsible for its accuracy and continuing relevance. Force procedures must ensure that these requirements are met.

To assist with this NPJA produces various printed reports (see Batch Printouts in Chapter 7).

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 12
------------

### 3.3 Arrests by National Forces and Agencies

Particular care must be taken when dealing with detainees arrested by certain national police forces and agencies that have their own access to PNC and remain responsible for entering offence data, updates and eventual disposal details onto the PNC.

The following national forces and agencies have the ability to create an Arrest/Summons (AS) number and an Impending Prosecution (IP):

1. British Transport Police
2. Ministry of Defence Police
3. Service Police Crime Bureau
4. HM Revenue & Customs

Forces should issue local guidance to their custody officers to ensure detainees from these organisations are processed using the 'Out of Force' or 'Dealt with on Behalf of Another Force' facility within their custody system, as this prevents the automatic creation of an AS and an IP.

Officers from the national force or agency should contact their PNC bureau for the AS to be generated as this will be required when taking fingerprints using the Livescan system. DNA samples (and paper based fingerprint forms where used) should be handed to officers from the national force or agency for submission by means of their own procedures.

### 3.4 Section 31 & Section 41 of the Police and Criminal Evidence Act 1984, as amended by the Serious Organised Crime and Police Act 2005

Responsibility for entering details of an offence in a force area is linked to the application of Sections 31 & 41 of PACE. The following matrix is offered as a guide but reference should always be made to PACE in order to understand the full implications of that Act:

<b>Circumstances</b>	<b>Recommended Procedure</b>
a. Local arrest in own force area.	Local force procedures apply to the generation of AS & IP.
b. Local arrest in own force area and agreement to deal with an offence from another force area.	Local force procedures apply to the generation of AS & IP. One A/S covers all offences.
c. Local arrest by or on behalf of a national force.	Local force records as 'Out of Force' or 'Dealt with on Behalf of Another Force'. Detention is authorised and all custody processes completed. DNA samples should be handed to officers from national forces for submission by their own force. A/S is generated by the national force or NPPA PNC Bureau and used to link Livescan fingerprint record.
d. Arrested in another police area (in England & Wales) in order to return detainee to local force area.	Arresting force records as 'Out of Force' or 'Dealt with on Behalf of Another Force'. Detention is authorised to await escort from other force.
e. A person is in police detention in a police area in England & Wales ("the first area") and his/her arrest for a recordable offence is sought in another police area in England & Wales ("the second area") and s/he is taken to the second area for the purpose of investigating that offence,	i) Local force procedures apply to the generation of the AS & IP in respect of the offences committed in the 'first' area.  ii) On completion of local investigations and procedures, and finalisation of the custody record, a second custody record should be commenced using the 'Out of

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

without being questioned in the first area in order to obtain evidence in relation to it.

- f. Arrested in police area 'A' for a local offence by officers from police area 'A' but taken to the nearest custody unit which is in police area 'B' to complete custody procedures.

Force' or 'Dealt with on Behalf of Another Force' options to await escort from the 'second' force. PACE time limits apply – see Section 41(5).

Police area 'B' records as 'Out of Force' or 'Dealt with on Behalf of Another Force'. Detention is authorised and all custody processes completed. DNA samples should be handed to officers from police area 'A' for submission by their own force. A/S is generated by the PNC Bureau in police area 'A' and used to link the Livescan fingerprint record.

\* Area refers to a force.

N.B. AS PACE does not apply in Scotland, detainees linked to national police forces and NPPAs should be processed as set out in [section 3.3](#).

### 3.5 Amending Arrest / Summons Errors

The inappropriate creation of AS numbers on PNC is discouraged as resource intensive interventions are required to ensure national records are accurate. AS numbers cannot be amended but 'ownership' details can be changed by NPJA Reconciliations, although this is a limited facility. Please note the 'originator' details will not be amended due to the complexity of other linked data on the PNC.

## 4. OFFENCE PROCESSING ELEMENT MAINTENANCE

### 4.1 General

At the present time only the police have access to the PNC in order to maintain reports relating to a subject's progress through the judicial system. Access codes govern what data can be created and maintained by individual operators. Not all operators have full unrestricted access to either the #NU transaction or the bypass transaction codes. This is a matter for individual forces to resolve. For example, an operator may have the ability to create or maintain an Arrest/Summons report but no access to the MO Keywords. It is envisaged that in the future other agencies involved in the judicial system will take over responsibility for the creation and maintenance of information they are involved with, e.g. the Prison Service will enter details of time spent by the subject in institutions such as prisons.

### 4.2 Offence Details

It is possible from this screen to opt to view the Recorded METHOD, KEYWORDS, OTHERS CHARGED and DISPOSALS for that offence (by changing the "N" default to a "Y"), with a view to either (A) Amending or (D) Deleting the data already present.

In relation to the Offence details, the available options are:

- A Amend** - if this option is selected, the appropriate information is displayed for amendment. There is also the facility to Create/Amend associated Method/Dress. This may also give access to the Method Keyword input screen, dependent on authority. Alteration of the Crime/Offence Reference will adjust the "Others Charged", where appropriate.
- I Insert an offence** - where this option is used the relevant format is displayed for completion. If an offence is added to a resulted A/S report, that offence will not be added to the Disposal History. It will remain as an unlinked Impending

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

Prosecution until it is properly disposed of. Also given is the option to copy an offence already recorded on the PNC.

- D Delete the Offence** on display. When the "Delete" option has been selected, an offence will be presented with a screen giving more detail of the offence. The deletion must then be confirmed by changing the default to Y. Deletion of the offence will result in the deletion of any associated METHOD or DRESS, KEYWORDS and OTHERS CHARGED. If the offence has been disposed of or linked to a disposal group, it must firstly be de-linked before it can be deleted from the Arrest/Summons report. If this action will lead to the deletion of the person's record, the reason for deletion will be required.

### 4.3 Arrest/Summons Report Details

If the A/S Reference entry is marked for display with an "X" the following options may be available:

- A Amend** - this option results in the presentation of the screen format with access to all fields with the addition of an "FP STATUS (2ND SET)" field. This is only completed where the first set was rejected and the status of a second set needs to be held.

From this screen Remand updates may be selected.

DNA updates may also be selected. This includes the ability to add a further sample when re-sampling is permitted following rejection. When amending a sample following rejection, a subsequent entry will be made on the DN page. For all other amendments, existing details on the DNA page will be overtyped.

If amendments to the barcode and demographic details are required, they should be carried out as two separate transactions to prevent errors with the FSS data messaging.

From this screen adding further offences may be selected.

- T Transfer** (forces can only use this with non-fingerprinted Arrest/Summons reports). This option results in the transfer of the particular Arrest/Summons report from that record to another. The destination record must be identified by quoting the PNCID and Checkname or electing to create a new record. The NASCH details of the destination record are displayed and the transfer must be confirmed. Any data which already exists on the destination record will remain, but any new data will be automatically added. This includes the creation of Alias Names and Dates of Birth where applicable.
- Q Request Fingerprints** for Witnessed Destruction. Under the Criminal Justice and Police Act 2001 there is no longer a requirement to destroy fingerprints that have been lawfully obtained. System changes will be introduced to reflect this.
- R Reject the Fingerprints**. If the option to "Reject" the fingerprints is selected (this is only available to Fingerprints Bureaux), the letter "R" is entered in the relevant Fingerprint Status field.

There is no facility to delete an Arrest/Summons report. This can only be done by deleting all of its constituent offences.

Where an Arrest/Summons report has been added to a recidivist's record and IDENT1 identifies that the report was appended to the wrong record, it will either create a new



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

record or transfer the data onto the correct recidivist's record, as necessary. Any nominal data added to the record during the creation of the Arrest/Summons report will also be moved as a result of the makeover. Data added at any other time by any other transaction code except #AV will not be linked to the Arrest/Summons report and will not automatically be transferred to the other record.

#### 4.4 Remand Details

Remand details existing on the Arrest/Remand Update summary screen can be viewed by marking the details with an "X". Each time a subject appears at a court and is remanded (either on bail or in custody) to appear at court on a later date, **new** Remand details must be added to each Arrest/Summons to which they apply.

The available options are:

**A To amend the Remand detail.** If selected, the relevant information is produced on the Amend Remand Details screen format. All fields are accessible. The option is given to view any Custody or Bail information associated with the Remand and create or amend it as necessary. If further Remand detail is to be added to the record, because the subject has re-appeared at court and been remanded to appear on another date, either the A/S Ref. on the Arrest/Remand update screen can be amended to create a new Remand, or the 'I' option can be used at the Remand details on the Arrest/Remand Update screen.

By opting to amend a Custody detail, a Period in Institution may also be created. However the option to amend any associated Period in Institution will not be available via this course of action. In order to amend that, the "HELD" occurrence must be selected for amendment.

**I To insert further Remand details.** The CREATE REMAND DETAILS FOR ARREST/SUMMONS format is displayed for completion. New Bail, Local Authority, Address, Breach, or Custody details can be added here.

UPDATE IMPENDING PROSECUTION DETAILS can be set to Y to transfer the new court date to the Impending Prosecutions screen.

**D To delete the Remand detail.** Confirmation of the deletion is required by changing the default to Y. There will be a warning that any associated Bail, Local Authority Details or Custody/Release details will also be deleted if confirmation is given.

**C Copy the entry to another AS.** *This facility is used to copy a remand to another AS within the same record.*

**N.B. If, as part of the judicial process, a subject is remanded from one force area to a court in another force area, the second force area becomes responsible for the updating of further remands up to and including disposals.**

#### 4.5 Held Details

Period in Institution ("HELD") details associated with the A/S report may also be viewed and/or marked for update. The opportunity to Amend, Insert and Delete are all options which may be available.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

By electing to Insert data, the ADD PERIOD IN INSTITUTION DETAILS format will be displayed. There is also the opportunity to create Release details and, subsequently, Supervisor details.

#### 4.6 Release Details

It is possible, using #AU, to update Release details which are present on the Arrest/Remand History. However, when using the #NU transaction any associated Release details are displayed on the Custody History Update screen. From there, any necessary updates relating to the Release data already present may be carried out. The opportunity to Amend, Insert and Delete, are all options which may be available.

By electing to Insert data, the ADD RELEASE DETAILS format will be displayed. There is also the opportunity to create a Release Address and Supervisory details. Upon completion of the updates the record will be redisplayed in the #NE format starting with the Arrest/Summons section of the record.

#### 4.7 Amend Arrest/Summons Descriptive Detail (#AV)

This transaction code should only be used with Arrest/Summons reports where the subject's fingerprints have been taken but their identity has not yet been confirmed via fingerprints.

When a fingerprinted Arrest/Summons is added to a record via the #NU transaction, any updates carried out at the same time to the nominal details of the subject are applied to the record, and they are also "audit trailed" (recognised and marked as being part of one transaction). In the event of the fingerprint identification showing that the Arrest/Summons report was added to the wrong record, the updates may be automatically undone by the system and transferred to the correct record. This action can only be carried out by Fingerprint Bureaux (in the case of records with associated fingerprint support). Where fingerprints have not been taken, subsequent updates will not be linked. Therefore any additions to the record do not need to be added using this transaction code. If it is necessary for any subsequent updates to a record to be linked to the associated Arrest/Summons report, they must be carried out using the #AV transaction.

Updates performed at any other time (i.e. not immediately after the creation of an Arrest/Summons and as part of the same transaction, e.g. the addition of an Address) will not be "linked". **This transaction should not be used as a substitute for the #NU transaction, except where it is necessary to link data to an Arrest/Summons report.**

The #AV transaction is available to amend or delete details entered at the same time as an Arrest/Summons report was created, or to add further details to be linked to the Arrest/Summons report creation. In this case, use of the #AV transaction code will ensure that the extra or amended detail is "audit trailed" and subsequently undone and re-applied to the correct record if necessary. Once a person's identity has been confirmed via fingerprints, this transaction code should not be used in relation to the Arrest/Summons report associated with that fingerprint identification. Any further updates relating to that Arrest/Summons report should be carried out using #NU. The #AV transaction code can only be used again for other Arrest/Summons reports added to the record and awaiting confirmation of identity by IDENT1.

When utilising this transaction the Arrest/Summons Reference together with the Checkname and FS code must be entered. The relevant record will then be displayed for updating, amending or deleting. At the end of the update the record will be displayed in the #NE format for viewing and checking. Viewing the UU pages will display those updates awaiting confirmation and attachment to the audit trail.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**4.8 Create Disposal Group (#CI)**

This transaction is used to create a "Disposal Group" into which one or more offences can be added.

By entering the PNCID or CRO reference together with the Checkname and Fce/Stn code a format will be displayed to specify which type of disposal is required, e.g. a pending Court Case, Caution or NFA.

A screen will be displayed to specify which type of disposal is required, i.e. Court Case, Caution, Reprimand, Warning, Penalty Notice, NFA or POT/Deport. The POT/Deport option is only available to NPIA Reconciliations. For pre-Phoenix records, the Enter Pre-Phoenix Results option will also be available - see [section 4.8.1](#).

The system will then display the appropriate format for completion, e.g. the CREATE COURT CASE DETAILS screen etc. Following the completion of the appropriate format, e.g. the Court, Caution, Reprimand, Warning, NFA, or POT/Deport details, a list of Impending Prosecutions will be displayed for selection by entering S adjacent to the appropriate offence(s). This action causes the offence(s) to be promoted to the Disposal Group selected. If the Court Case is selected, the offence will be promoted into the Disposal History to await resulting. Other options will show the offence resulted in the appropriate manner (e.g. NFA), at the Disposal History section.

At the completion of the updates the record will be displayed in the #NE format, starting at the Pending Court Cases or Disposals, depending on the type of Disposal Group created.

Note that, except in the case of the pre-Phoenix results option:

- this transaction code will only work if Impending Prosecutions are present on the record
- it is not possible to create a new offence via this transaction; this must be done via the Arrest/Summons facility, then linked to the Disposal Group.
- court results cannot be entered by using this transaction; this must be done using #CU or #NU.

**4.8.1 BRC Pre-Phoenix Results (available through #CI or #NU)**

The option to Enter a Pre-Phoenix Result will also be available on pre-Phoenix records, and has two alternatives:

a) To BRC the record to Convictions standard by entering information from the microfiche.

This allows a force to enter court case, offence and disposal details and will automatically create corresponding Arrest/Summons details. Cases may be added regardless of which force owns the data as shown on the microfiche. Once added, normal PNC ownership rules apply except that validation has now been relaxed so that the force which carried out the initial BRC of the record, as well as the force owning the data, is now allowed to update it.

b) To Result Pre-Phoenix Impending Prosecutions.

The Crime/Offence Reference(s) of any Pre-Phoenix (migration) Impending Prosecution(s) will be displayed and an S must be input to select the occurrence to be updated. If there are no Impending Prosecutions on the record, a Crime/Offence Reference must be entered. This should only be used to result Impending Prosecutions which were outstanding at the time Phoenix went live in 1995.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**4.9 Maintain Disposal Group (#CU)**

This transaction allows creation and maintenance of disposals in relation to an offence. It is utilised by entering the PNCID or CRO reference together with the Checkname, Fce/Stn code and Case Reference, e.g. Court Case or Crime/Offence reference (for pending or resulted court cases), or Fce/Stn reference (for NFAs, POT/Deports and Cautions).

The AMEND DISPOSAL HISTORY screen which contains details for the specific Pending/Resulted Court Case, Caution, Reprimand, Warning, POT/Deport or No Further Action disposal group is displayed. The first line has abbreviated details of the court, the appearance date and the Court Reference. This is followed by a list of abbreviated offences. In some cases one or more subsequent court appearance may also be present where applicable. Where there is insufficient room to display the whole of the offence a plus symbol will be displayed as the last character of the text. This indicates that further text will be seen if the offence is viewed. Alongside each entry is a field. The Disposal Group input options are:

- A - Amend
- R - Result the case (Pending Court Cases only)
- N - Used to result a case as "Result Unobtainable"
- S - Add a subsequent appearance (resulted Court Case or Penalty Notice only)

Once all selections have been made amend the COMMENCE UPDATE default to Y.

At the completion of the updates the record will be displayed in enquiry format commencing with the Disposal History screen.

**4.9.1 Amending a Case**

The AMEND IMPENDING PROSECUTION DETAILS screen will be presented. All except the Court Ref. field may be amended. This screen will also allow the addition of further offences, e.g. when a new charge is being presented at or prior to the Court hearing. If it is a Resulted Court Case the screen will allow the addition of a subsequent appearance. When a case has been resulted it can still be amended, however this time the AMEND COURT CASE DETAIL screen is presented as opposed to the Amend Impending Prosecution screen mentioned above. Here all fields except the Court Ref. and Case Owner may be amended. The opportunity is also given to create a Subsequent Appearance. If this option is taken, the CREATE SUBSEQUENT APPEARANCE screen is presented into which basic details of the appearance are entered. This also happens where option S is taken from the AMEND DISPOSAL HISTORY screen. See [section 4.9.4](#) for details.

**4.9.2 Resulting a Case**

The RESULT COURT CASE screen will be displayed. The Adjudication Date, Name Convicted and Others TIC fields can be amended if necessary. The 'Others TIC' field is used to identify the cumulative total number of offences within the court case, which have been 'Taken Into Consideration'. The opportunity is also given to carry forward the offence to a new Court Case, e.g. when the subject is dealt with for more than one offence, and one or more are not dealt with at the first court but are carried forward to another court.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 12
------------

Alternatively the offence can be referred to another Court Case. An example of this is when a subject has appeared at court charged with one offence and they are dealt with for a different, usually a lesser offence, e.g. Attempted Rape being reduced to Indecent Assault. When completed, the format requiring entry of the disposal details will be displayed for completion.

Cases **must** be fully resulted (which includes Carried Forward to New Court Case) by the **force receiving the result**.

Forces who interface with LIBRA will not receive the results of cases that their local area deals with that have been remitted from other areas. The dealing Court will send the result back to the remitting Court for notification to the force which originated the case and who created the A/S report.

#### 4.9.3 Result Unobtainable

Where all possible avenues of enquiry have been exhausted and it has been decided that the result of a court case is not available or known it is permitted to deal with the Impending Prosecution by resulting it as "Result Unobtainable". This requires entry of the letter N adjacent to the relevant Court of Appearance. The three fields require entry of a Force/Station Reference, a Date and a free text entry explaining the occurrence.

#### 4.9.4 Add a Subsequent Appearance

This option can only be selected where the case has been originally resulted at Court or as a Penalty Notice.

For cases originally resulted at Court, it allows the addition of a variation of the original court decision, the entry of an appeal and sentence following a deferral or committal to Crown Court (S.38 Committal). If this option is taken the CREATE SUBSEQUENT APPEARANCE screen is presented for completion. The Court Case Ref. cannot be altered. Once the format has been completed a list of offences, both from existing court cases and those which remain as Impending Prosecutions, are displayed for selection.

For each offence selected the original disposal will remain, automatically updated with the variation or appeal. Final disposals will be required for the Subsequent Appearance.

For cases originally resulted as a Penalty Notice but then Heard at Court, it allows details of the Court decision to be entered. All offences linked to the Penalty Notice are automatically included in the Heard at Court appearance (i.e. the user is not presented with a selection screen and no new offences can be added). The user must enter the Court details (see [section 12](#)). A new Court Case Ref. will be allocated. For each offence the user must then insert the disposals from the court appearance (see [section 23](#)).

If a Subsequent Appearance exists on a record, the only option available for the subsequent appearance is **A (to amend)**. If this option is selected the basic details will be displayed for amendment. It will not allow the amendment of the result. The screen also allows the addition of more offences into the appearance. For each offence, the latest disposal must be inserted. Whatever the type of appearance other offences, not already linked to the case, can be linked from the existing Arrest/Summons reports and disposals must be added.

#### Offence Details

The following options are available in relation to the offence:

- A            **Amend** the information held (except disposals). This will include Method and Keyword information (if authorised).

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

- R           **Amend result** (Court Disposal only). The disposals held are presented so that the Plea, Adjudication and Disposals for the offence can be amended. Disposals entered as a code will be displayed as a literal to check; confirm by entering "Y".
- D           **De-link** (de-link offences). A screen giving more details of the offence will be displayed and confirmation of the de-linking will be required.
- Offences marked for de-linking will only be de-linked from the case and will not be physically deleted from the record. They will in effect become Impending Prosecutions once again. Deletion of offences may only be carried out on the A/S page, subject to individual authority level.
- Offences marked for deletion which are within a Subsequent Appearance will only be de-linked from that appearance and not the previous court appearance. For a Penalty Notice Heard at Court (where the previous appearance was the original imposition of the Penalty Notice), the case will revert to being a Penalty Notice.
- Offences are only de-linked from the latest subsequent appearance, where applicable.
- Where a record of In Custody is linked to this case, it must be deleted first before the last offence can be de-linked from the case.
- I           **Insert a new offence** (Impending Court Case only). The format to create a new offence will be displayed. This is not a permitted option where the case has already been disposed of.
- L           **Link an existing offence.** The offences, which at that time remain unlinked, will be displayed. The appropriate offence(s) is selected by entering S adjacent to it. This action causes the offence to be linked to the court case.
- W           **Extend the Weed date** (where applicable). The option to extend the weed date of the disposal is only available for certain types of offences and disposals. Where this option is available and taken, the new weed date is displayed for confirmation.

#### 4.10 Makeover (#ND)

If a person is identified as being the subject of more than one record, they can be merged using the "Makeover" transaction #ND.

There are eleven possible permissible combinations of makeover, seven of which may be carried out by forces on-line, and the remainder only by NPJA Reconciliations upon request in writing or by a facsimile message. The overriding principle to be applied in all instances is that the record to be merged must be to the oldest record, except where it is the only one supported by fingerprint identification, in which case the record will be merged to that one irrespective of age.

##### 4.10.1 Possible Makeover Merger Variants

Listed below is the group of merger variants permissible for forces to undertake. In order to make the merger description as brief as possible the following abbreviations are defined:

- Phoenix - the project name for the 1995 replacement of the Names Application.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 12

- SF - denotes a file created prior to Phoenix which was not supported by Fingerprint Identification.
- CRO - denotes a record supported by positive Fingerprint Identification.
- PNC - denotes a record created post-implementation of Phoenix.

## 4.10.2 Records which may be Merged On-line (by Forces)

These types of makeover may be carried out by forces if they own both records and full BRC has been completed:

- SF to CRO
- SF to SF
- SF to post-Phoenix CRO
- PNC no fingerprints to CRO
- PNC no fingerprints to post-Phoenix CRO
- PNC no fingerprints to PNC no fingerprints
- PNC no fingerprints to SF

## 4.10.3 Makeovers involving Firearms Certificate Holder

If the record to be made over has a Firearms Certificate Holder (FCH) report present the makeover will fail and the following error message will be displayed:

THE FCH REPORT IN THE FROM RECORD MUST BE TRANSFERRED BY NFLMS

When this occurs you will have to instruct the Firearms Licensing Officer concerned to remove the FCH report to the record to which it is to be made over and for them to confirm when this has been done. Following the makeover the Firearms Licensing Officer must review the consolidated record to reconsider the fitness of the person to have the Firearms Certificate.

If the records have multiple owners NPIA Reconciliations will be one of the requesting bureaux and the current makeover process applies.

**5. THE BYPASS TRANSACTIONS**

Once a record has been created it is possible to maintain it by using any of the BYPASS transaction codes as an alternative to using the #NU code. In all cases the format of the bypass codes requires the input of certain data and certain actions to be carried out. These are discussed with the relevant codes below.

**5.1 Arrest/Summons Update (#AU)**

This transaction is used to maintain a specific Arrest/Summons report on the record. It cannot be used to create a new Arrest/Summons report, which can only be done using #NU. The format for this transaction requires entry of the Arrest/Summons Reference, Checkname and the user's Fce/Stn code.

The system presents an abbreviated display for the chosen Arrest/Summons. This will contain an abbreviated entry for each related offence. It will indicate the type of offence committed the Arrest/Summons reference, whether or not the subject was charged and their fingerprints taken. If any remand hearing details relating to that Arrest/Summons are held, brief data regarding them are also displayed. Where the remand result is "IN CUSTODY" there may be associated "PERIODS IN INSTITUTION" and "RELEASE

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 12
----------------------------------	------------

DETAILS". More than one screen display may be required to show all the abbreviated information.

Alongside each entry is a field into which a code may be entered. Any number of occurrences may be marked for any type of update, subject to having the right to perform it and subject to not selecting an invalid combination. Additionally, any of the abbreviated entries may be marked with an X to view the full details of the entry. The codes available are as described at [Sections 4.2, 4.3 and 4.4](#) of this chapter.

When all required updates have been selected, the COMMENCE UPDATE field must be completed. This may be done from any of the summary pages. The updates selected will be processed in the order in which they appeared on the abbreviated screen.

## 5.2 Maintain Custody/Release Details (#NG)

A subject's record may contain a Custody History that shows periods spent in institutions, whether resulting from remand or sentencing. The Remand part of the history is also available at the Arrest/Summons section of the record via the #AU or #NU transaction.

The #NG transaction can be used to create/maintain the Custody/Release details and requires entry of the PNCID or CRO reference and Checkname together with the user's FS code. The system displays abbreviated Custody details, each of which may be followed by a number of abbreviated "Periods in Institution", which may also be followed by a number of "Releases". Each Custody detail will indicate whether it resulted from Remand or Sentencing. Any entries may be marked with the following options or an X to view further information about that particular item. The available options are:

- A - **Amend.** The relevant information is produced on the screen. From here, the option is given to add lower level detail to that Custody information. For example, if amending Custody detail it is possible to add a "Period in Institution" or to amend a "Period in Institution", in which case it is then possible to add a "Release" detail to that period.
- D - **Delete.** If this option is selected, confirmation is required on a subsequent screen.
- I - **Insert further entries** (Periods in Institutions and Release only). This is used to indicate that a new Custody detail is to be added.

Once the updates have been completed the system produces the information in the #NE format for validation, starting at the Custody History section.

## 5.3 Maintain MO (#NK)

This transaction allows the creation and maintenance of details in relation to the method used by the subject to commit the offence for which they are being dealt with. The use of this transaction is fully described in [Appendix 10, section 1.2](#).

To update using #NK the required input is a PNCID/CRO, Checkname, FS Code, Crime Ref and FS Code of the Owner. Currently available keywords can be found through the Help Screens, #QN and in the Data Definitions issued by NPIA.

## 6. ARREST/SUMMONS REPORT FIELD RULES

### 6.1 Process Stage



<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 12
----------------------------------	------------

**Description:** This mandatory field is used to give an indication of the stage of the process pending against the subject.

**Input:** A single character input only. Enter one of the following:

- A = Arrested
- C = Charged
- Q = Postal Requisition
- R = Reported
- S = Summoned

The ARRESTED process stage must be used for all cases not dealt with in any of the other four ways and where a person has been in police detention in consequence of their arrest for a recordable offence. Where a person is cautioned, reprimanded, warned or issued with a penalty notice for a recordable offence the REPORTED option will be used.

The process stage should reflect the time the person first came to police notice (e.g. 'arrested' or 'reported') together with the relevant date – see [section 6.2](#). Once this has been completed it will not be necessary to update that process stage (e.g. amending 'arrested' to 'charged' or 'reported' to 'summonsed').

Postal Requisitions are used instead of Summons by certain non-police prosecuting agencies, currently DVLA and the Department for Work and Pensions. If a force is contacted by one of these agencies for the creation of an Arrest Summons entry for a recordable offence, they should update the "Process Stage" field with "Q". Proceedings are deemed to have commenced on the printing of the Postal Requisition by the agency.

## **6.2 Process Stage Date/Time**

**Description:** This is a mandatory field used to record the Date and Time relevant to the Process Stage. For Postal Requisitions it will be the date posted.

**Input:** There are two sub fields to this item. The first requires entry of an 8-digit date in the format DDMMYYYY. The second sub-field requires entry of a 4-digit 24-hour time in the format HHMM. If no time is available from existing documentation this field should be left blank.

## **6.3 Photo Location**

**Description:** This is an optional field used to identify the location of the custody photograph taken of the subject in relation to this report.

**Input:** Standard 4-character Force/Station identifier, e.g. 13HQ.

## **6.4 Photo Location Date**

**Description:** This optional field is used to record the date when the custody photograph of the subject was taken.

**Input:** Standard date format DDMMYYYY.

This field must be completed if the PHOTO LOCATION has been entered.

## **6.5 FP Status**

**Description:** This mandatory field is used to indicate the current status of fingerprint information on the subject relating to the current Arrest/Summons report.

**Input:** Input consists of one of the following characters:

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

- T Taken
- N Not taken
- D Destroyed
- R Rejected
- U Unconverted
- C Confirmed
- A Administrative rejection
- M Missing

Check that the character input is valid and that the progression is a permissible one, e.g. N to T or T to R etc. Normal force users will only have access to options N, T, F, M and D. The only valid inputs at the creation of an Arrest/Summons report are N, T or F. The remainder are only available to those with suitable qualification for access to the codes.

**Although F (Force held) is a valid input in the FP Status field on the creation or amendment of an Arrest/Summons report, this should no longer be used by forces in England, Wales and Scotland who use IDENT1.** Such forces should therefore only input N (Not taken) or T (Taken) and they must leave the Force FP Location field blank.

## 6.6 DNA Status

**Description:** This mandatory field is used to indicate the current status of DNA information on the subject related to the current Arrest/Summons report.

**Input:** Input consists of one character:

- T DNA taken and sent for profiling
- F DNA taken and held in Force
- M DNA missing
- L DNA lost or damaged in force
- D DNA destroyed
- N No DNA taken

The following values may also be found, that can not be input directly by the user:

- C DNA confirmed
- P DNA profiled
- R DNA rejected
- S DNA rejected
- Z Unknown

Check that the character input is valid and that the progression is a permissible one, e.g. N to F or T, F to D, M, N or T. Normal force users will only have access to options N, T, F and M. The only valid inputs at the creation of an Arrest/Summons report are N, T or F. Characters D, L and M can be used when carrying out an amendment. S, C, P, and R can only be carried out automatically via the NDNAD to PNC link. The status of C will be shown as a system generated Information Marker DNA CONFIRMED (see [Chapter 11, section 10.1](#)). The status of M and D can also be updated via the NDNAD to PNC link if appropriate. Z was generated only for a few records during the initial BRC process and is no longer used.

### 6.6.1 Force DNA Location

**Description:** Optional field used to show where in Force DNA is being held that have not been forwarded to a forensic provider. This field is only to be used when DNA Status is entered as F.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

Input: The Force Station Code where DNA has been kept.

#### 6.6.2 Sample Barcode

Description: Used to record the barcode from the DNA sample kit.

Input: The eight-digit barcode from the sample kit, beginning with 9. Codes starting with 8 (DNA/2 kits) are no longer used. An evidential sample is now taken using a PACE sample kit (3 or 9 series barcode). The system will only allow each number to appear once. If the number entered is incorrect **do not** use Destroyed to remove and re-enter. Once destroyed, the number can not be reused.

#### 6.6.3 Date of Sample

Description: Used to record the date at which DNA taken. This field mandatory except when DNA STATUS is N.

Input: Standard date format of DDMMYYYY

#### 6.6.4 Sample Type

Description: Used to describe the type of DNA sample taken from the subject. Field is mandatory except when DNA STATUS is N.

Input: One of the following numeric values:

01 – Blood

03 – Swab

08 – Hair

#### 6.6.5 Sent to Lab

Description: Shows which laboratory the DNA sample was sent to; can only be used when DNA STATUS is T.

Input: One of the following three character lab codes

CMK – Cellmark

DUN – Dundee

EFS – Eurofins Forensic Services

FDS – Forensic DNA Services

FER – Food & Environment Research Agency

FSS – Forensic Science Service

LGC – Laboratory of the Government Chemist

#### 6.6.6 DNA FS/Ref

Description: This field stores a local reference number relating to the DNA report. This field is mandatory except when DNA status is N.

Input: A valid Force/Station identifier, followed by an oblique then a free text reference of up to 14 characters.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 12
------------

#### 6.6.7 DNA Test Method

**Description:** The method of testing or analysing the DNA sample. This can aid decisions such as whether a new sample should be sent for profiling, which duplicate to retain or whether to request that a profile be upgraded.

**Input:** One of the following codes

SGM

SGMPLUS

#### 6.6.8 DNA Verification

Once the details regarding the arrest have been entered, the system produces a screen replicating the DNA information but does not show the barcode. You are required to re-type the barcode number. If this code does not match that on the input page, you will get an error message 'ACCURACY NOT CONFIRMED – PLEASE RE-ENTER SAMPLE CODE'. The system will not proceed unless the number matches the input page. If an error has been made you can not return to the input page. Either abandon and start again, else type in the error number, proceed and then return to the AS page and amend the number.

#### 6.6.9 DNA Issues

Any errors detected in the DNA data passing through the link between the PNC and the National DNA Database (NDNAD) are written to the DAF and sent to the owner of the A/S report. These errors are also recorded in the A/S report itself, so that anyone viewing the record can see an audit trail of potential problems with the DNA sample for the subject. This should affect only a very small number of records.

When appropriate the information is conveyed by a marker DNA ISSUES in the middle of the A/S full display screen and the DNA Report summary screen. This screen also allows access within #NE and #NU to full details of the errors, if any exist, up to a maximum of 5. Within #NU an option exists to remove the DNA ISSUES marker when all discrepancies have been resolved. This option can only be carried out by the DNA Data Quality and Integrity Team (DQIT).

For further information on any errors shown in a PNC record contact DQIT (66XX), who have the facilities to investigate and reconcile PNC and NDNAD data.

### 6.7 A/S Name

**Description:** This field is used to enter the name under which the subject was processed.

**Input:** The filename or the name used when processed.

**Care should be taken when entering the filename and file date of birth as incorrect entry, misspelling or other mistakes will result in a Alias being created.** On creation of the first Arrest/Summons on a new record, the A/S Name is completed by the system with the name used to carry out the search.

### 6.8 A/S Date of Birth

**Description:** This is used to record the Date of Birth given by the subject at the time of arrest/charging/reporting. It may be the same as a Date of Birth already present on the record or it may be a new one. In the case of a new date

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 12

being entered, this will automatically be added to the list of Alias Dates of Birth on the record.

**Input:** Standard date format of DDMMYYYY should be input. A partial date is acceptable but the unknown digits must be replaced by space or hyphen characters, e.g. --081958 or ----1958. A year of birth is a minimum requirement. A mixture of spaces and hyphens is not permitted. On creation of the first Arrest/Summons on a new record, the A/S Date of Birth is completed by the system with the Date of Birth used to carry out the search.

**6.9 Prosecuting Agent**

**Description:** This is used to record the name of the agency/person responsible for raising the prosecution.

**Input:** Up to 54 characters of free text. The permissible characters are:

Alpha	Apostrophe
Full stop	Space
Hyphen	Oblique

The system default for users in England and Wales is CPS (Crown Prosecution Service) and for Scottish users PF (Procurator Fiscal). These may be overwritten if necessary with other agencies, e.g. RSPCA, National Rivers Authority.

**6.10 Arresting Officer**

**Description:** This requires entry of details of the officer responsible for the arrest of the subject. If necessary, the TEXT field on the Disposal screen should be used to clarify on whose behalf a civilian is acting, if this is not apparent from the PROSECUTING AGENT data.

**Input:** Input consists of up to four fields, of which the minimum number that must be completed is two. The minimum permissible combinations of fields are Name and Rank, or Rank and Number or (providing it gives unique identity within the force) Number and District, or Name, Rank and District. The first field requires input of up to the first 16 characters of the officer's surname. The second field, of up to eight characters, requires the officer's rank. Full details of acceptable ranks can be found in [Chapter 11, section 41.2](#). The third field requires the officer's collar/shoulder number, consisting of between one and seven digits inclusive, if applicable. The fourth field requires the Division, Sub-Division or District to which the officer is attached. This consists of either one or two alpha/numeric characters (these must be entered as either AA, AN or A - a single numeric is not permitted).

Number and District are permissible input together, but if used they must be sufficient to identify the officer within that force. If the officer is seconded to the National Crime Squad, consideration must be given to adding "NCS" to the Name field in order to differentiate from officers in a force with the same details.

**6.11 Report Owner**

**Description:** This requires entry of the Force/Station code of the originator of the information contained in the Arrest/Summons report.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**Input:** A four character Force/Station code. If a FS code is not input, the system will default to the code used when initiating the transaction.

## 7. CREATING AN OFFENCE

Upon completion of the Process Stage format, a second screen is displayed to provide details of the offence.

Only Recordable offences are to be entered on their own. If a **non-recordable** offence is to be added to a record, it must be entered after a recordable offence has been created. A warning will be displayed for confirmation either that fingerprints or DNA were lawfully provided at the time of arrest, that it led to a conviction resulting in a prison sentence or it accompanies one or more recordable offences. If it does not fall into one of those three categories, it should not be added to the PNC record.

DNA and fingerprint samples must **not** be taken for non-recordable offences without prior written consent of the subject, otherwise there is no power to take and retain them. Note that the Serious Organised Crime and Police Act 2005 provides wider powers of arrest for non-recordable offences, resulting in the potential for more persons to be sampled. This is only lawful if written consent is obtained, and the consent should accompany samples sent for processing to avoid ambiguity. Where fingerprints and DNA have not been obtained, non-recordable offences should not be entered on PNC unless they are linked to a recordable offence, as described above.

The opportunity exists to create new offences or to copy existing offences. It is possible to COPY an offence that exists on any recorded Arrest/Summons report. By taking this option the relevant reference of the Arrest/Summons report to be copied and the number of the offence within that Arrest/Summons report must be input.

The system will display them with a copy of the offence. If it is desired also to copy METHOD/ DRESS, Y must be inserted in the appropriate fields of the format. The relevant screen is then presented for amendment of the METHOD/DRESS if required. If the offence is being copied to the same person's record and keywords are present on the Method, they too will be copied, otherwise they must be re-input (see Appendix 10 for full description of MO keywords).

If a new offence is to be created, the first two fields discussed above are left blank and the relevant fields on the rest of the format are completed.

Two or more offences for the same person quoting the same Crime/Offence Reference and originator will share the same METHOD and KEYWORDS and will be automatically linked to each other. There is therefore no requirement to add METHOD and KEYWORDS to the copied offences unless they differ.

Any update to the METHOD or KEYWORDS via one offence will automatically update the METHOD and KEYWORDS attached to the other offence(s).

Where two or more persons have been charged under the same Crime/Offence reference within one force area, the system will automatically link them as OTHERS CHARGED. This link can only be avoided by entering a different Crime/Offence reference.

### 7.1 Copy Offence: A/S Reference

**Description:** This optional field is utilised when it is desired to copy offence data from any other recorded A/S report.

**Input:** The reference generated by the PNC upon creation of an Arrest/Summons report.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

Alternatively an asterisk may be entered, signifying that a previous charge for the current A/S report is to be copied. This will not work if it is used for the first offence.

## 7.2 Offence Number

**Description:** This field is mandatory if the COPY facility is being used. It identifies the particular offence belonging to the A/S report entered in the previous field it is desired to copy, or an asterisk will copy a previous charge of an A/S reference.

**Input:** Up to three digits identifying the offence to be copied. Ensure the A/S report specified in the previous field has the associated number of offences related to it. Check that the previous field has been completed correctly. The asterisk cannot be used if it is the first offence. When an offence has been copied it may be necessary to amend some of the detail, simply by overtyping.

## 7.3 Originator

**Description:** This field is utilised to indicate the Force/Station code of the originator of the OFFENCE DETAILS.

**Input:** A four-character Force/Station code. If a code is not input, the system will default to the code used when initiating the transaction.

## 7.4 Crime Offence Reference

**Description:** This optional field requires entry of a unique force Crime/Offence reference.

**Input:** Consists of up to 15 alpha/numeric characters separated by oblique, hyphens or spaces. The ACPO recommended format consists of three parts, each separated by an oblique or space. The first part indicates the Force/Station area where the crime occurred, the second is a serial number of up to seven digits and finally the year in which the crime was committed (as two digits, but see note below). This field is mandatory if the user wishes to associate METHOD USED, DRESS, or OTHER CHARGED data with the offence information.

N.B. Under the Home Office counting rules, when a number of offences are committed against the same victim each offence will be given the same crime reference number. PNC will accept this entry but when each arrest report is entered the content of the method field is transferred to the previous arrest. Thus a person arrested for assault and indecency could be acquitted of one offence, leaving the method of that offence on the conviction record for the other offence.

In order to prevent this happening, whilst still complying with the counting rules, forces should allocate a single crime reference number to each charge within an arrest/summons except for a unique alpha character after the year. Thus, linked assault and indecency charges could appear as 35CS/C12345/04A and 35CS/C12345/04B. This will prevent the method being overwritten and conform to the Home Office counting rules.

## 7.5 Committed On Bail

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**Description:** This mandatory field is used to indicate whether or not the offence was committed whilst the subject was Remanded on Bail.

**Input: Y** **(YES)** if the offence was committed whilst the subject was remanded on bail. This action may generate a warning that there is no data on the record to corroborate the input. The opportunity is given to change or confirm the value of the COMMITTED ON BAIL marker. Confirmation has the effect of incrementing the OB (OFFENDS ON BAIL) count. The OB Information Marker must be added to the record separately by the operator.

**N** **(NO)** if the offence was not committed whilst the subject was remanded on bail. This may generate a warning too. If it appears to the system that the offence was committed whilst the subject was on bail, a warning to this effect will be automatically generated. The system allows the operator to maintain the N following this warning.

### 7.6 Offence Qualifier

**Description:** This optional field is used to enter a suitable Qualifier which may indicate that the subject did not commit the full offence but was involved in some way, e.g. conspiring to commit an offence, or that it is a foreign offence

**Input:** A maximum of two Qualifiers may be entered with an ACPO Offence Code (see next item). The codes for these qualifiers are:

First Qualifiers

AT (Attempt)	C (Conspire)
I (Incite)	AA (Aid and Abet)

Second Qualifiers

FR (Foreign Offence)	NR (Non Recordable)
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The first four are not valid when a CJS code is input. In these cases, the suffix (eighth) character should be used to indicate the qualification.

### 7.7 ACPO/CJS Code

**Description:** An ACPO Standard Offence or CCCJS code that is unique to the specific offence recorded. If the offence is a non-standard one (i.e. there is no code available for it), the following field **must** be utilised, until the appropriate code is ascertained. Every effort must be made to allocate a current ACPO or CCCJS code (these are available via the on-line Help tables).

**Input:** The Offence Code consists of a maximum of 13 characters, ten digits incorporating up to three full stop characters, e.g. 05.05.006 = Theft From Vehicle. This could be entered as 5.5.6 or alternatively using the CJS code TH68A01. If there is no ACPO Standard code available for the offence the Offence Description field must be utilised. Free text is not permitted in conjunction with an Offence Code. Once the data has been entered as a code, a corresponding literal is displayed on a confirmation screen. If not confirmed, the previous screen is redisplayed for amendment to be made to the code.

### 7.8 Offence Description



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**Description:** This field can only be utilised if the previous two fields are blank. It is used to describe, in text, a non-standard offence and is a temporary measure until an appropriate code can be entered.

**Input:** Up to 108 free text characters can be input to describe the offence. It is not possible to result an offence until an ACPO/CCCJS code has been entered. This can be carried out using the transaction codes #NU, #AV or #AU.

### **7.9 Start Date/Time**

**Description:** The first (earliest recorded) date on which the offence was committed, followed by the time at which the offence commenced. There is no facility to deal with unknown dates.

**Input:** A standard eight-character date in the format DDMMYYYY and a standard time input in the format HHMM using the 24-hour clock, e.g. 2115. The START DATE is a mandatory field but the START TIME is optional.

### **7.10 End Date/Time**

**Description:** These optional fields are used to record the last (latest recorded) date on which the offence was committed and the time at which the offence ceased.

**Input:** A standard date in the format DDMMYYYY and a standard time in the format HHMM using the 24 hour clock, e.g. 2115.

### **7.11 Offence Location Force/Station Code**

**Description:** This field is used to identify the FS code responsible for the location where the offence was committed.

**Input:** Standard four-character Force/Station identifier, e.g. 13HQ. If the offence occurred abroad the ICPO code of 67IP will be used.

### **7.12 Mark to Enter an Offence Location Address**

**Description:** This optional field is used where a full address will be input for the offence location. Once this format has been completed and the offence verified, if this field is used another format will be presented for completion. If a postal address is not known, the LOCATION DESCRIPTION must be completed.

A full address is an address which includes a full or partial postcode, e.g. a recreation Ground in Birstall, Leicester, could be entered as such with postcode LE4.

Postcodes recorded as part of the offence address are searchable using QUEST. Location descriptions are not searchable.

**Input:** A 'Y' character. Ensure that the LOCATION DESCRIPTION has not also been completed. Input either one or the other, not both.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**7.13 Location Description**

Description: The location where the offence was committed if a postal address is not applicable or known, e.g. where the precise location is not known because the offence occurred on a train. The use of this field is conditional upon the OFFENCE ADDRESS being used.

Input: Up to 64 free text characters. This field should only be completed if the previous Offence Address field is blank.

**7.14 Add Method/Dress?**

Description: This is used to indicate that information is to be added regarding the METHOD used to commit the offence and/or the DRESS of the subject at the time of committing the offence.

Input: Y (Yes) to create a METHOD/DRESS report, otherwise the default is N (No).

**7.15 Create More?**

When the earlier fields have been completed, further offence details may be entered if applicable, by using this field.

Description: This is a mandatory field used to add a further offence to the record.

Input: Y (Yes) to add another offence, otherwise the default is N (No).

**7.16 Offence Verification**

Once the details regarding the offence have been input, the system produces a screen with the offence entered, displayed as a literal. The offence may be confirmed by entering 'Y' in the CONFIRM field. If not confirmed the ADD OFFENCE DETAILS screen is redisplayed so that the necessary amendments can be carried out. This process continues until either the update/transaction is abandoned or the offence is confirmed.

**8. CREATE OFFENCE ADDRESS**

If, when adding Offence Details to an A/S report, a request has been made to add a postal address for the offence, a screen is displayed showing a list of Offence Addresses for selection (if an address already exists for that Crime/Offence Reference) or a format for address creation.

**8.1 Offence Address**

Description: The postal address where the offence was committed.

Input: Five sub-fields of 32 characters each for the complete postal address (do not include the Postcode in this field, see next field). Check that the input has used only permissible characters. If the postal address is not known, this format should not be completed. The operator should use the OFFENCE LOCATION field instead. The '+' character can only be used if it is the last character of a sub-field, to indicate truncation.

**8.2 Postcode**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**Description:** This optional field is used to record the postcode of the address where the offence occurred. Every effort should be made to identify the postcode.

**Input:** Up to a seven-character input. A partial postcode, e.g. LS1, would suffice instead of LS1 7RE. Every effort must be made to use the full postcode. Postcode information can be obtained from PNC using the #QA transaction (see Chapter 5, section 2.1).

## 9. METHOD/DRESS

If the METHOD/DRESS? field was marked with a Y on the ADD OFFENCE DETAILS screen, the system will produce the relevant screen format for completion. This screen may in fact contain some text if a method has already been entered for another offence with the same Crime/Offence Reference for the same person. The rules regarding completion of the format are produced below.

### 9.1 Method

**Description:** This is an optional field used to describe the method employed by the subject when committing the offence.

**Input:** Up to 768 characters of free text. As much detail as possible is required in this field to assist in the future speculative searching of the database. Text should be brief, accurate and concise because of limited space. Any report regarding an offence against the person or involving vulnerable victims **must** include details of the victim's age and gender.

The method should not include victim's names. Vehicle Registration details can be included only if significant.

### 9.2 Dress

**Description:** This is an optional field used to describe the clothing worn by the subject at the time of committing the offence.

**Input:** Up to 100 characters of text using only the permitted characters Alpha, Space, Full stop and Hyphen. This field is not to be used for "habitual dress" unless it relates to the commission of this offence.

Dependent upon authority, a screen for input of METHOD keywords may then be displayed. This only applies to certain categories of offence and is discussed in greater detail in Appendix 10.

## 10. ADDITIONAL INFORMATION

Once the previously mentioned data (and any supporting Keywords) have been input a screen is displayed allowing input of further text if applicable in relation to the case.

### 10.1 Text

**Description:** An optional text field used for holding any information about the case that is not held elsewhere, e.g. further Method details, other officers in the case, exhibit references.

**Input:** Up to 256 free text characters.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**11. HOW THE OFFENCES ARE TO BE DEALT WITH**

**Description:** This item describes the means by which the offence(s) are being dealt with.

**Input:** Enter 'X' against any of the options on the screen. Dependent upon which option is marked, the appropriate screen will be produced next for completion. If the method of disposal is not yet known, this field may be omitted. The offence(s) will then remain unlinked to a disposal group and will be seen on the Impending Prosecution screen highlighted in inverse video. It is possible to deal with several offences by selecting the disposal options above. The POT/DEPORT option is only available to NPIA Reconciliations.

**11.1 Link All Offences etc**

**Description:** By using this field offences relating to this report may be linked to a court case etc. It is possible to link all of the new offences to the case or select only certain ones to be linked.

**Input:** A single character:

- A - this automatically links all the outstanding offences to the disposal.
- S - this is used to select only some of the list of offences for linking.

**11.2 Add Remand Details**

**Description:** This mandatory field is used when the COURT APPEARANCE option has been selected, to indicate that the subject has been dealt with by way of Remand, and further information regarding it is to be added to the record.

**Input:** A single alpha character of either Y (Yes) or N (No).

**12. COURT APPEARANCE**

If the option selected on the previous screen is that of COURT APPEARANCE the system presents the following format for completion. An indication will be present upon completion of this screen of whether there are any offences outstanding, i.e. not linked to a court case. The opportunity is given to select any of the outstanding offences and link them to the court case.

**12.1 Court Code**

**Description:** This conditional field requires a code relating to the name and type of court at which the subject is due to appear.

**Input:** A four-digit code relating to the court of appearance, e.g.

0413 = Central Criminal Court (Old Bailey)  
9998 = Miscellaneous Unlisted Court (e.g. for court-martial cases or where the court is not yet known)

See the Help Table associated with this field for full list of available codes. This field must be completed, but if the code used is 9998 the next data field (Court Name) must also be completed.

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>
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**12.2 Court Name**

Description: This conditional field is used to record the name and type of only non-standard court at which the subject is due to appear.

Input: Up to 71 free text characters to identify the court. This field can only be utilised when the code entered in the above field is 9998.

**12.3 Appearance Date**

Description: This field is used to record the date the subject is due to appear at the above-mentioned court.

Input: Standard date format DDMMYYYY. This field can be left uncompleted where the date is not known, e.g. when appearing at Crown Court.

**12.4 Force/Stn in Case**

Description: This field requires entry of the Force/Station code for the police area where the initial remand (in custody or on bail) took place.

Input: A standard four-character Force/Station identifier, e.g. 13DC. Upon completion of the above format, and once it has been accepted by the system, a unique Court Case Reference is generated and displayed.

**13. REMAND INFORMATION**

Data relating to the Remand of a subject can be entered using either the #NU or #AU transaction codes. If the subject is remanded, as a consequence of the Arrest/Summons report, that information must be entered on the format if the details are known at that time.

**13.1 Result of Appearance**

Description: This item is mandatory when remand details are being entered. It is used to record the result of the above remand appearance.

Input: A single alpha character to indicate the result of the appearance as follows:

- A = Adjourned, e.g. in the case of Fail to Appear etc
- B = On Bail to Court
- C = In Custody
- O = Other – Remanded in Care of the Local Authority.
- P = Police Bail under Section 37(7) or Section 47(3) of PACE
- Q = Postal Requisition

Where the case is adjourned as a result of Failing to Appear, an Information Marker and, if applicable, a Wanted report must be added.

**13.2 Remand/Hearing On**

Description: This field is mandatory when remand details are to be entered. It is used to record the date on which the subject was remanded by the court in relation to the A/S report.

Input: Standard date format DDMMYYYY.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 12
------------

**13.3 At (Fce/Stn Code)**

Description: This field is used only when the subject's remand appearance was at a police station.

Input: A standard four-character Force/Station identifier, e.g. 01AR. If this field has been

completed the next two fields should not be, and vice versa.

**13.4 Court Code**

Description: This field is used to record the code of the court at which the subject was remanded

Input: A four-digit code relating to the court at which the remand appearance took place, e.g.

2994 = Pontefract Magistrates Court

9998 = Miscellaneous Unlisted Court

If the code 9998 is entered the next field must be completed.

**13.5 Court Name**

Description: This field is used when the entry made in the previous field was 9998. It is used to identify the non-standard court at which the remand appearance took place.

Input: Up to 71 free text characters to identify the court.

**13.6 Next Appearing On**

Description: This optional field is used to record the date the subject's next remand appearance is due to take place.

Input: Standard date format DDMMYYYY, e.g. 05032002.

Check that the date is later than the Remand Date above, but not more than one year later.

When the appearance date is not known, e.g. when committed to Crown Court for trial, then the field can be left uncompleted.

**13.7 At (Fce/Stn Code)**

Description: This field is used only when the subject is remanded to return to a police station under Section 37(7) or Section 47(3) of PACE.

Input: A standard four-character Force/Station identifier, e.g. 01AR. If this field has been

completed the next two fields should not be, and vice versa.

**13.8 Court Code**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

Description: This field is used to record the code of the court at which the subject is next due to appear.

Input: A four-digit code relating to the court at which the next appearance will take place, e.g.

2994 = Pontefract Magistrates Court

9998 = Miscellaneous Unlisted Court

If the code 9998 is entered the next field must be completed.

### 13.9 Court Name

Description: This field is used when the entry made in the previous field was 9998. It is used to identify the non-standard court at which the remand appearance took place.

Input: Up to 71 free text characters to identify the court.

### 13.10 Update Impending Prosecutions

Description: This field allows the operator to request an update screen to amend any impending cases for the offences linked to this remand. This enables the IP page to be updated without having to visit the DH page.

Input: Y to request the option, else defaults to N

Errors: Y is invalid if result of appearance is P, Police Bail.

The opportunity exists at the bottom of the screen to indicate that further information is to be added to the record regarding the Remand. These details include the addition of:

- BREACH OF BAIL DETAILS, if Result of Appearance = A P C O or B
- ADD BAIL ADDRESS, if Result of Appearance = B or O
- ADD BAIL CONDITIONS, if Result of Appearance = B or O
- ADD CUSTODY DETAILS, only if Result of Appearance = C
- ADD LOCAL AUTHORITY DETAILS, only if Result of Appearance = O

In all of the above instances it is necessary to change the default to Y (Yes) when additional data is to be added to the record. The appropriate format will be produced for completion as a consequence of selecting any of the options. It is permissible to add more than one type of detail, e.g. Address and Conditions.

## 14. FURTHER REMAND DETAILS

If, following the creation of an Arrest/Summons report, information regarding a further Remand of the subject is subsequently received (e.g. they have returned to court and been remanded once again), it is possible to add this data to the record using the #AU or #NU transactions.

Each time a subject appears at a court and is remanded (either on bail or in custody) to appear at court on a later date, new Remand details **must** be added to the record.

This option **must** be used in preference to merely amending the current Remand data to reflect the latest position. If a remand exists then option '**I**' to insert further remands is selected. If none exists then option '**A**' to amend A/S results should be used.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

It is essential that Remand information be kept up to date by forces. It is in their own interests for the benefit of Patrol and Custody officers.

## 15. BREACH OF BAIL DETAILS

When a person has attended court and has been subsequently released on bail to reappear at that or another court, the court may impose conditions on the bail granted to the person. If the person concerned subsequently breaks a condition of the bail, this is known as a "BREACH OF BAIL". When a person has breached a bail condition and there is no subsequent remand, then the nature of the breach should be entered within the text of the Bail Conditions and a Breaches Bail Information Marker added/updated.

### 15.1 Date Conditions Imposed

Description: This field is used to record the date the subject's bail condition(s) were imposed.

Input: Standard date format DDMMYYYY.

### 15.2 Date of Breach

Description: This field is used to record the date the subject breached the bail condition(s) imposed at a previous appearance.

Input: Standard date format DDMMYYYY.

### 15.3 Nature of Breach

Description: This field is used to describe how the previously imposed Bail Conditions were breached.

Input: Up to 150 free text characters.

## 16. ADD BAIL CONDITIONS

Instances may arise where a person has been remanded on bail by the police or a court, and additionally they have imposed restrictions on that person's liberty by stipulating conditions which they must adhere to whilst they are on bail. Any conditions so imposed must be added to the record and subsequently be maintained in the event of the conditions changing or ceasing.

### 16.1 Add Bail Conditions

Description: When the operator has elected to add bail conditions to the record they must utilise this field to describe what conditions were imposed.

Input: There are four blocked areas available for the input. Each block consists of a maximum of 200 free text characters. Examples of conditions that may be imposed are as follows:

- A CURFEW BETWEEN THE HOURS OF (time) AND (time)
- TO REPORT TO THE (name) POLICE STATION AT (time/date)
- NOT TO INTERFERE WITH WITNESSES IN THE CASE

The first line of the initial Bail Conditions should include the text "CONDITIONS VALID UNTIL" followed by the date of next appearance. An opportunity exists to create further conditions if necessary, utilising the ADD MORE CONDITIONS field.



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

As bail conditions always apply until the next appearance, text should be added to the effect that they apply until the date of the next appearance. This date must be specified. In the case of Crown Court appearances, dates may not be known. In the interim the words "UNTIL CROWN COURT APPEARANCE" should be used.

### **17. ADD BAIL ADDRESS**

Where, as a result of conditions being imposed by police or a court when releasing/remanding a person on bail, they stipulate that the subject must reside at a particular address, this information must also be added to the record. They may be offered a list of existing addresses to choose from, and this may be done by entering 'S' adjacent to the appropriate address. Alternatively, a new address may be created, using the normal address rules.

### **18. ADD LOCAL AUTHORITY DETAILS**

When a person has been remanded into the care of a Local Authority, this field and the subsequent screen must be utilised. Select a Local Authority code by using Help tables, else complete a free text field of up to 70 characters. The following details may be included: whether or not it is a Secure Unit, the name and other details in relation to the Social Worker (free text 54 characters) and the Contact Number for the Social Worker.

### **19. ADD CUSTODY DETAILS**

When a person has been remanded in custody, this field and the subsequent screen must be utilised. The screen is used to add text to the REMAND INFORMATION that is not covered elsewhere. If there is no further text to be added, this screen is still utilised to initiate the creation of a PERIOD IN INSTITUTION.

#### **19.1 Owner**

Description: Details of the Force/Station code originating the information regarding the text.

Input: A valid four-character Fce/Stn code of the owner of the information, e.g. 33BA.

#### **19.2 Text**

Description: This field is used to record any additional information not catered for elsewhere in the REMAND INFORMATION above, e.g. "Remanded in Custody for own Safety at HMP (L) Durham".

Input: Input consists of free text characters. Upon completion of these two fields of the format, the opportunity is given to add information relating to a PERIOD IN INSTITUTION.

#### **19.3 Create Period In Institution**

Description: This field is utilised to request a screen to add Period in Institution details to the record.

Input: Y (Yes) if data is to be added, otherwise N (No).

The result of electing to create a PERIOD IN INSTITUTION is discussed below. This action may also be followed by the creation of Release Details.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**20. PERIODS IN INSTITUTION**

If the information has been brought to the attention of the police for the first time and there is no A/S report relating to the information present on the system, NPIA Reconciliations will be responsible for the creation of the record, or the addition of the information to an existing one.

The creation and maintenance of Custody and Period in Institution detail is carried out using either #NU or #NG.

**20.1 Date of Detention**

Description: This is an optional field requiring entry of the date on which the subject's period of detention began at a particular Prison/Institution.

Input: A standard eight-character date in the format DDMMYYYY, e.g. 05032002.

**20.2 End of Detention**

Description: This optional field requires entry of the date on which the subject ceased or completed detention at a particular Prison/Institution. It is not used when the subject is expected to complete the sentence.

Input: A standard eight-character date in the format DDMMYYYY.

**20.3 Institution Code**

Description: This optional field is used to record details of the Prison/Institution at which the subject was detained.

Input: Input consists of a three-character alpha code representing the institution at which the subject has been detained. A full list of the permitted codes can be found on the associated Help map. With the code is displayed the name and a code of up to four letters. This identifies the type of institution, e.g.

- HMP (L) = Local Prison
- HMP (C) = Closed Prison
- HMP (O) = Open Prison
- HSP = National Resource Hospital
- JVI = Juvenile Institution
- PRH = Pre Release Hostel
- RMC = Remand Centre
- SPU = Special Unit
- SPU (A) = Additional Special Unit
- SSI = Short Sentence Institution
- VPU = Vulnerable Prisoner Unit
- YOI (C) = Closed Young Offender Institution
- YOI (O) = Open Young Offenders Institution

Check that the following field (POLICE DETENTION AT) has not been completed. Both cannot exist together.

**20.4 Police Detention At**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**Description:** This optional field is used to record the location where the subject was detained in custody in police cells as opposed to a Penal Institution (even if this is in lieu of a Penal Institution).

**Input:** A standard four-character Force/Station identifier. If this field has been completed the previous field should not be.

### **20.5 Prisoner Number**

**Description:** This is an optional item used to record the number allocated by the Prison/Institution in which the subject was detained.

**Input:** This may conform to any one of three formats:

- Up to a six-digit number
- A single alpha character from ABCDEFGHJKLMNPRTVWXYZ, followed by up to five digits
- Two alpha characters from ABCDEFGHJKLMNPRTVWX, followed by up to four digits

### **20.6 Create Release Details**

**Description:** This field is utilised to indicate that a screen is required for input of RELEASE details to the record.

**Input:** Y (Yes) if required, otherwise N (No).

## **21.RELEASE DETAILS**

Every time a convicted subject is released from an institution the fact must be recorded on their record. This information may assist in the investigation of offences where the subject is a suspect or is believed to have associated with a suspect whilst in an institution. The data is also useful to forces wishing to manage record of Early Release subjects who reside in their police area.

SCD26 Prison Release Section and individual forces are responsible for entering data onto the PNC relating to those persons having served all or part of a sentence. The recording of the transfer within or temporary release of persons from prison institutions is not at this time recorded on the PNC.

Where a person is released from a mental institution the NIS will, when notified of the release, add the data to the PNC provided that a record already exists for the subject. The rules relating to the completion of the Release Details format are set out below.

### **21.1 Release Date**

**Description:** This item is used to record the date on which the subject was released from custody.

**Input:** Standard eight-character date in the format DDMMYYYY.

### **21.2 Reason for Release**

**Description:** This is an optional field requiring entry of the reason for the subject being released from detention.

Input: Enter either one of the two-character codes or a valid text string found on the Help Screen associated with this field. Where the reason for release is given as Abscond/Escape, consideration must be given to the creation of a Wanted/Missing report and/or a Warning Signal.

### 21.3 Date Due Back

Description: This is an optional item used to record the date on which the subject should return to detention from release.

Input: Standard eight-character date in the format DDMMYYYY, e.g. 05032002.

### 21.4 Date Returned

Description: This is an optional item used to record the date on which the subject actually returned to detention from release.

Input: Standard eight-character date in the format of DDMMYYYY.

### 21.5 Sentence Expiry Date

Description: This is an optional field. However, **if Early Release details have been entered this item must be completed.** It requires the entry of the calculated date on which the subject's current period in custody formally ends. It is used to establish the "AT RISK DATE" (as discussed at Sections 32 to 51 of the Criminal Justice Act 1991).

Input: A standard eight-character date in the format DDMMYYYY.

### 21.6 Recall Date of Issue (SCD26 and SPSA function)

Description: This is an optional field used to record the date on which an Order revoking a licence and Recalling the subject to the Prison/Institute was issued.

Input: A standard eight-character date in the format DDMMYYYY.

### 21.7 Parole Reference

Description: This is a mandatory field where the Early Release details are recorded. It requires entry of a unique reference assigned by the Parole Board in relation to the issue of the licence.

Input: Up to a seven-character input (two alpha followed by up to five numeric), e.g. AB1273.

### 21.8 Licence Type

Description: **This field is mandatory if Early Release details have been entered.** It requires entry of the type of supervision or licence under which the subject has been released.

Input: A three-character alpha code describing the type of licence or supervision applicable:

- NOTAt Risk Notice

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 12

- ACR Automatic Conditional Release Licence
- SUP Supervision
- SPL Standard Parole Licence
- SNL Standard Non-Parole Licence
- ADP Automatic Conditional Release Deport Licence
- PDP Parole Deport Licence
- NPD Non-Parole Deport Licence
- LLC Life Licence
- HSP Hospital Order Release

**21.8.1 Conditions**

Description: This is an optional field requiring entry of a description of any extra licence conditions imposed at the time of release on supervision/licence.

Input: Up to 256 free text characters describing the conditions.

**21.9 Text**

Description: This field is used to record any additional information not catered for elsewhere in the RELEASE details above.

Input: Input consists of free text characters.

**21.10 Enter Release Address**

Description: This field is utilised to request a screen for input of a RELEASE ADDRESS to the record.

Input: Y (Yes) if required, otherwise N (No).

Where as a result of the subject being released from a Period in an Institution it is desired to add a release address to the record, the field mentioned above must be utilised. This will result in the production of a list of addresses already present on the record from which one may be selected, or a new one created.

**22. SUPERVISORY RELEASE DETAILS**

Upon completion of the RELEASE ADDRESS format, the opportunity is given to add to the record details of any supervision the person may be subject to following their early or conditional release from an Institution.

**22.1 Supervisor**

Description: This field is used to record details of the person and/or organisation supervising the subject's conditional release and must be completed when data is entered regarding the early release of the subject on licence etc.

Input: Free text details of the supervisor's name or organisation.

**22.2 Address**

Description: This field is utilised when early release details are recorded, and entry is required of the postal address of the Supervisor, while the subject is on release from detention.

Input: Supervisor's postal address as per normal address rules.

### 22.3 Supervision Start Date

Description: This is an optional field, unless Early Release details have already been entered, in which case this item must be completed. It requires entry of the start of the period of supervision or licence for a subject released before the end of the full sentence period.

Input: Standard eight-character date in the format DDMMYYYY.

### 22.4 Supervision End Date

Description: This is an optional field, unless Early Release details have already been entered, in which case this item must be completed. It requires entry of the end date of the period of supervision or licence for a subject released before the end of the full sentence period.

Input: Standard eight-character date in the format DDMMYYYY.

## 23. COURT DISPOSALS

Any offence not resulted is considered an Impending Prosecution. It is not until the case is resulted or disposed of by other means, e.g. NFA, that it becomes a Disposal.

Sentencing is a matter for the presiding Courts. The PNC is used to record those sentences imposed. In the event of a Court passing an "unlawful" sentence, the police **will** record the sentence accurately describing the disposal.

Cases should be resulted without delay, and the current ACPO target for recording disposals on PNC is 75% of the force's total finalisations to be entered within 7 days of receipt. **It is the responsibility of the force receiving court result information to result the case** even though the case may have originated in another force area.

It is possible to append up to ten disposals per offence charged. Information regarding the disposal relating to an offence can be added to a record by using the #NU or #CU transaction codes. From the DH page enter an '**R**' to result the appearance details and a '**Y**' to commence update.

The relevant field rules are described below.

- The first page after commence update is the Result Court Case screen.
- The Court Reference cannot be changed.
- The adjudication date - the date of the case will be present but can be overwritten if necessary.
- The Court name cannot be amended from this screen. To do this enter A to amend, then go back to the DH page and enter R to result.
- Name convicted contains an asterisk that can be overtyped if the name convicted differs from the filename.
- Number of offences is a numerical count and cannot be amended

### 23.1 Resulting of Court Cases

The RESULT COURT CASE screen, TIC field, records the total number of TICs for a particular court appearance, that are not directly connected to a specific offence.

The ADD DISPOSAL screen allows the recording of the number of TICs (TIC field), relevant to a specific charge.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 12
----------------------------------	------------

If more than one offence is present a further option is presented for marking any offence which is:

- carried forward to new court case
- refer to court case.

If the first one is selected the option is given to enter the new court case details and new appearance date, before moving to the ADD DISPOSAL page.

If the second one is selected the option to supply a RCC reference used to identify the offence(s) as disposed of by Refer Court Case. The court case reference number and adjudication date, which cannot be amended, will be presented. A free text field to describe or clarify the reasons for RCC is also available, e.g. pleaded guilty to lesser offence.

Both options progress to the ADD DISPOSALS page, and the CARRIED FORWARD TO COURT CASE or REFER COURT CASE must be disposed of by use of the appropriate codes. The Court Ref., Offence Number, Offence and Date Offence Committed are all presented, none of which can be changed. The cursor settles at the first item that can be amended, which is the disposal date.

When the date of conviction is different from the date of disposal the case disposal should be dealt with as a subsequent appearance.

When resulting a court case that involves a period of imprisonment, the Custody History **must** also be updated. Failure to do so means that the last period in custody provided on system prints may not be reflected accurately.

### 23.2 Disposal Date

Description: This is a mandatory item when the result of a court case is recorded. The field requires entry of the date on which the subject was convicted at court of the offence in question.

Input: Standard date format DDMMYYYY.

### 23.3 Plea

Description: This item is used to record the plea entered at court by or on behalf of the subject, for the offence. This field must be completed when court disposal information relating to the offence is being created. The exception to this rule is when an offence is being disposed of as a "CARRIED FORWARD TO NEW COURT CASE", or "REFER TO COURT CASE", as no plea is entered or held.

Input: Enter either a single character code or the appropriate text literal, as follows:

- 0 NOT KNOWN
- 1 GUILTY
- 2 NOT GUILTY
- 3 NO PLEA TAKEN
- 4 CONSENTED
- 5 RESISTED

### 23.4 Adjudication

Description: This field is used to record the finding of the Court. It is a mandatory field in all cases except where the disposal is "REFER TO COURT CASE" or

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

"CARRIED FORWARD TO COURT CASE", in which case the field is not completed.

Input: Enter either a single character code or the appropriate text literal, as follows:

- G or GUILTY
- N or NOT GUILTY
- O or NON CONVICTION

Examples of Non Convictions are Adjourned Sine-die, Lie on file, Desert Pro Loco and Not Proven.

### 23.5 TIC

Description: This is an optional item used to indicate the number of offences which were taken into consideration at the time of conviction, which can be attributed to this particular charge.

Input: A one to four digit value (between 1 and 9999) representing the number of offences taken into consideration.

### 23.6 Other TIC

Description: This field is used to indicate the number of offences which were taken into consideration at the time of conviction which are not attributable to a particular charge.

Input: A one to four digit value (between 1 and 9999).

### 23.7 Disposal

Description: This field is used to record the type of sentence imposed by a court in respect of an offence with which the subject was charged.

Input: Consists of a four-digit input. A list of the available Disposal Codes and permitted qualifiers can be found on the Help screens, e.g.

1002 - Imprisonment  
1015 - Fine

The system does not permit the use of code 4005 (Sentence Deferred) more than once in a disposal. The practice is to insert only the last deferral date and the result.

When a suspended prison sentence is accompanied by a community punishment order use code 1115 (suspended imprisonment) with qualifier S. If there are no community punishments use code 1002 (imprisonment) with qualifier S. **Do not use 1002 and 1115 together.**

### 23.8 Duration of Sentence

Description: This field is used to record the length of a sentence imposed by a court in relation to an offence where the subject has been found guilty.

Input: The information is entered in the coded format that signifies the element of time, followed by the value of time:

Y       =       Years                    M       =       Months



<b>The PNC Manual, version 12.01</b>	
For Use By Authorised Staff Only	Chapter 12

W     =     Weeks            D     =     Days  
H     =     Hours

For example, M6 = six months, Y2 = two years, Y999 = Life.

**23.9 Date**

**Description:** This field is used to record the date relating to certain disposals (e.g. Pardoned, Subsequently Varied, Committed to Crown Court for Sentence etc), imposed by a court in respect of an offence with which the subject was charged.

**Input:** Standard eight-character date in the format DDMMYYYY.

**23.10 Amount**

**Description:** This field is used to record the monetary amount relating to a disposal (Fine, Compensation, Back Duty etc) imposed by a court in respect of an offence which the subject was found guilty of committing. The amount must be less than £10 million.

**Input:** Enter the value of the amount as a numeric up to 9999999.99. There is no requirement to enter the £ symbol.

**23.11 Units**

**Description:** This is an obsolete field.

**Input:** Leave this field blank

**23.12 Text**

**Description:** This field is utilised when clarification of a disposal is required, e.g. "To serve a minimum period of" or "Foreign Disposal" etc. The text field will be displayed following completion of the Disposal screen.

**Input:** Initially the 'Y' character, then when the text field is displayed up to 64 characters of free text. The text field can be used with any disposal.

**23.13 Qualifier**

**Description:** This field is used to indicate the presence of a qualification of the given Disposal data, e.g. in the case of a prison sentence being suspended.

**Input:** Up to four qualifiers may be given per disposal. If the qualifier is one of either partly or fully suspended, a duration is also required (e.g. wholly suspended for two years). This is entered in the DURATION field (see [next section](#)).

The input for the qualifiers consists of either one or two alpha characters, e.g.

- C = Concurrent
- S = Wholly Suspended
- F = Consecutive
- CU = As part of a Combination Order
- BT = Drug/Alcohol Treatment by Doctor

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

See the associated Help screen for more available qualifiers. Check that where two or more qualifiers have been used they are not mutually exclusive, e.g. a sentence cannot be partly and wholly suspended.

There is no requirement to use the qualifier Concurrent, as it is assumed that a sentence is concurrent unless otherwise stated, but Consecutive must be used if applicable (see PNC L/O Letter 2010/033).

### 23.14 Duration of Suspension Period

**Description** This field is used to state the duration of the Partly or Wholly suspended sentence qualifier mentioned in the previous field.

**Input:** The input consists of a time element code, e.g. M = months, followed by the value of time, up to three digits.

The disposals entered, as a code, will be re-displayed, as text, for checking and confirmation by the input of a 'Y' character. If not confirmed the system will default to the ADD DISPOSALS screen for amendments to be made.

### 23.15 Subsequent Appearance

If a Subsequent Appearance is to be added to a resulted Court Appearance, a screen in which to enter basic details of the appearance will be displayed. Additional fields exist for the Reason for the Appearance and the Appearance Owner. The rules for both of these fields are discussed below.

Where a penalty notice has been issued and subsequently contested, the court appearance should be dealt with by way of a Subsequent Appearance of the initial penalty notice disposal, using the original offence details created with the arrest summons.

Do **not** delete the original penalty notice disposal.

### 23.16 Reason For Appearance

**Description:** This mandatory field is used to indicate the reason for appearing at court again for an offence which has already been dealt with.

**Input:** Consists of a single alpha character:

- A = Appeal
- V = Subsequently Varied
- S = Sentenced

For Penalty Notices Heard at Court, a value of P (Heard at Court) is automatically generated and does not need to be input.

### 23.17 Appearance Owner

**Description:** This mandatory field is used to identify the originator of the Subsequent Appearance information.

**Input:** A standard four-character Force/Station identifier, e.g. 13BA.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**24. NO FURTHER ACTION**

Offences are not always dealt with by way of a court appearance. As an alternative, the creation of information regarding "No Further Action" relating to an offence can be carried out using the transaction codes #NU or #CI. The data can be maintained using either #NU or #CU. Where the option to take no further action against the subject has been taken (rather than one of the other disposal methods), details regarding the discontinuance of the case must be entered in the relevant format discussed below.

It will be necessary when using the #NU transaction, **to create a new disposal** from the AMEND DISPOSAL HISTORY screen or by utilising the #CI transaction. Once completed there is a requirement to identify the offence subject of the No Further Action. This action will result in the original Impending Prosecution being deleted.

**24.1 Force/Station Reference**

**Description:** This is a mandatory field if details of a Discontinuance are to be entered. It is used to record a reference that identifies the particular group of offences disposed of by the taking of no further action.

**Input:** A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters, comprising alpha, numeric, oblique or hyphen.

**24.2 NFA Date**

**Description:** This mandatory field is used to record the date on which the charges were discontinued, i.e. when the decision was made or recorded that pending charges would not be proceeded with.

**Input:** Standard date format DDMMYYYY.

N.B. If no data is entered, the system automatically records the current system date.

**24.3 Text**

**Description:** This field is used for holding any useful information about the No Further Action not held in any other data item, e.g. "Insufficient Evidence" or "Criminal Justice Arrestee" (see [Appendix 9, section 33](#)).

When a youth is arrested, taken into custody for a recordable offence and dealt with by a Youth Restorative Disposal (YRD) or equivalent, the PNC arrest entry should be resulted as NFA with the text "Dealt with by Youth Restorative Disposal (YRD)" or similar wording. Fingerprints should be taken to assist with future identification, and the taking of DNA should be considered (see PNC L/O Letter 2009/025).

**Input:** Up to 64 free text characters.

In the event of a court case being discontinued with, the action to be taken differs from that discussed above. A court disposal must be added to the record.

**25. POT/DEPORTATION DETAILS**

Information relating to offences disposed of under the Prevention of Terrorism Act 1996 (POT) or a Deportation Order was formerly added to records by the Metropolitan Police. This is now an historic process. These offences are now dealt with by the local force,

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

which adds either the NFA or a generic terrorism charge to PNC under the normal Arrest/Summons process. The offence code to be used in England and Wales is 6.2, in Scotland 26.2 and Northern Ireland 47.2.

## 26. CREATE CAUTION DETAILS

The PNC has the capacity to record offences and subjects who have been dealt with by way of a Police Caution. When an Arrest/Summons report has been dealt with by way of Charge, Report or Summons but it is decided that the offence should be dealt with by way of Caution instead of a court case, a NEW disposal should be created at the AMEND DISPOSAL HISTORY screen. The method of disposal, i.e. Caution, should be selected. The offence(s) subject to the decision should also be selected. Caution details can be created and maintained using the #NU or #CU transaction codes.

Since July 2010 it has also been possible to record conditional cautions as arrest disposals. This ensures that they are correctly displayed on PNC prints and CRB certificates under the Caution heading rather than as Convictions. The previous workaround using a pseudo court disposal may **only** be used when the local custody system does not have the capability to download conditional cautions in this format (see [Appendix 9, section 35](#) and PNC L/O Letters 2010/058 and 2010/097).

N.B. Cautions administered by non-police prosecuting agencies must **not** be entered on PNC (see PNC L/O Letters 2007/082 and 2009/030).

### 26.1 Force/Station Reference

**Description:** This is a mandatory field used to record a reference which identifies a particular group of offences that were disposed of by means of a Police Caution (not a court hearing).

**Input:** A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters.

### 26.2 Date of Caution

**Description:** This mandatory field is used to record the date the subject was cautioned.

**Input:** Standard date format DDMMYYYY.

### 26.3 Cautioning Officer

**Description:** This mandatory field requires entry of details of the officer responsible for administering the caution to the subject.

**Input:** Input consists of up to four fields, the minimum number of which must be completed is two. The minimum permissible combinations of fields are Name and Rank, or Rank, Name and District, or Rank and Number, or Number and District (providing it gives unique identity within the force).

- The **first field** requires input of up to the first 16 characters of the officer's surname.
- The **second field** requires the officer's rank as up to an eight-character input, as per Help screen and previous rank tables (see [Chapter 11, section 41.2](#)).
- The **third field** requires the officer's collar/shoulder number consisting of between one and seven digits inclusive, if applicable.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 12
----------------------------------	------------

- The **fourth field** requires the Division, Sub-Division or District the officer is attached to. This consists of either one or two alpha/numeric characters.

#### 26.4 Name Cautioned

**Description:** This mandatory field is used to enter the name under which the subject was cautioned.

**Input:** As for FILENAME. However, the screen presents an asterisk if the name details are correct - they need not be retyped. If the Name Cautioned differs from the filename, the details should be typed into the field and the system automatically adds them to the list of Alias Names on the record.

#### 26.5 Type of Caution

**Description:** This mandatory field is used to record the type of cautioned to be administered.

**Input:** Select Simple Caution, Conditional Caution or Youth Conditional Caution.

If one of the latter two options is selected, up to 20 Conditions may be entered and it is mandatory to enter at least one. Further guidance about how to record more than 20 conditions, failure or partial failure to comply with conditions and data disputes is provided in PNC L/O Letter 2011/074 ).

Conditional Cautions comprise the following elements:

- Condition Text - up to 200 characters of free text
- End Date - date by which the condition must be met / date until which the condition applies (mandatory - cannot be before Date of Caution)
- Date Completed - date on which the condition was met / no longer applies (optional - if entered must be today or in the past)

The overall status of the Conditional Caution will be shown, either as Outstanding (with the latest individual End Date) or Completed (with the latest individual Date Completed).

### 27. CREATE REPRIMAND AND FINAL WARNING DETAILS

The PNC has the capacity to record offences and subjects who have been dealt with by way of a Reprimand and Final Warning. When an Arrest/Summons report has been dealt with by way of Charge, Report or Summons but it is decided that the offence should be dealt with by way of a Reprimand instead of a court case, a NEW disposal should be created at the AMEND DISPOSAL HISTORY screen. The method of disposal, i.e. Reprimand, should be selected. The offence(s) subject to the decision should also be selected. Reprimand details can be created and maintained using the #NU or #CU transaction codes.

#### 27.1 Force/Station Reference

**Description:** This is a mandatory field used to record a reference which identifies a particular group of offences that were disposed of by means of a Reprimand or Warning (not a court hearing).

**Input:** A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>

**27.2 Date of Reprimand or Warning**

Description: This mandatory field is used to record the date the subject was reprimanded or warned.

Input: Standard date format DDMMYYYY.

**27.3 Officer Administering Reprimand or Warning**

Description: This mandatory field requires entry of details of the officer responsible for administering the reprimand or warning to the subject.

Input: Input consists of up to four fields, the minimum number of which must be completed is two. The minimum permissible combinations of fields are Name and Rank, or Rank, Name and District, or Rank and Number, or Number and District (providing it gives unique identity within the force).

- The **first field** requires input of up to the first 16 characters of the officer's surname.
- The **second field** requires the officer's rank as up to an eight-character input, as per Help screen and previous rank tables (see [Chapter 11, section 41.2](#)).
- The **third field** requires the officer's collar/shoulder number consisting of between one and seven digits inclusive, if applicable.
- The **fourth field** requires the Division, Sub-Division or District the officer is attached to. This consists of either one or two alpha/numeric characters.

**27.4 Name Reprimanded or Warned**

Description: This mandatory field is used to enter the name under which the subject was reprimanded or warned.

Input: As for FILENAME. However, the screen presents an asterisk if the name details are correct - they need not be retyped. If the Name used for the Reprimand or Warning differs from the filename, details should be typed into the field and the system automatically adds them to the list of Alias Names on the record.

**27.5 Failure to comply with Rehabilitation Programme following Final Warning**

There is a requirement to record on PNC a young person's failure to comply with a rehabilitation programme that has been set up following a final warning. This update should only be carried out when the force owning the original Warning record has been notified of the failure to comply by the Youth Offending Team. See [Appendix 9, section 31](#) for details of the update procedure.

**28. CREATE PENALTY NOTICE FOR DISORDER DETAILS**

The PNC has the capacity to record offences and subjects who have been dealt with by way of a Penalty Notice for Disorder.

When an Arrest/Summons report has been dealt with by way of Charge, Report or Summons but it is decided that the offence should be dealt with by way of a Penalty

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>
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Notice for Disorder instead of a court case, a NEW disposal should be created at the AMEND DISPOSAL HISTORY screen. The method of disposal, i.e. Penalty Notice, should be selected. The offence(s) subject to the decision should also be selected and the Penalty Notice Amount assigned to each. Penalty Notice details can be created and maintained using the #NU, #CI or #CU transaction codes.

### 28.1 Force/Station Reference

**Description:** This is a mandatory field used to record a reference which identifies a particular group of offences that were disposed of by means of a Penalty Notice for Disorder.

**Input:** A valid Force/Station code identifying the owner of the entry, followed by an oblique, then a free text reference of up to 14 characters.

### 28.2 Date of Penalty Notice for Disorder

**Description:** This mandatory field is used to record the date the subject was issued with the Penalty Notice for Disorder.

**Input:** Standard date format DDMMYYYY.

### 28.3 Penalty Notice Number

**Description:** This optional field is used to record to number on the Penalty Notice ticket.

**Input:** Input is a free text field of up to 20 characters.

### 28.4 Penalty Notice Amount

**Description:** This optional field is used to record the monetary amount of the Penalty Notice.

**Input:** As for Disposal Amount. Enter the value of the amount as a numeric up to 9999999.99. There is no requirement to enter the £ symbol.

### 28.5 Penalty Notices Heard At Court

Where the case is heard at Court as a result of the subject challenging the Penalty Notice or failing to pay, this should be recorded by adding details of the court case and the outcome to the record. See [section 4.9.4](#) of this chapter.

## 29. CUSTODY HISTORY

The Custody History section of a record is a hierarchy of information comprising one or more Custody Details (Remand or Sentence), each of which may have any number of PERIODS IN INSTITUTIONS (whether as part of a Remand or Sentence), each of which may have any number of RELEASES. Access to the information may be gained through the #NU or #NG transactions, and in the case of the Remand part of the History via the #AU transaction.

If a new Custody period relating to a Sentence only is to be created, a blank format is presented for completion. From this screen, related PERIODS IN INSTITUTION and from that resulting screen related RELEASE details, may be added.

If Custody History data already exists on the record, the screen will show an abbreviated display of that information. It may be viewed in greater detail or new information may

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 12</span>
--

be created. Alternatively it may be amended or deleted. The rules relating to the completion of the Custody Detail fields are reproduced below.

### 29.1 Custody Date

Description: This is an optional field used to record the date on which the period of detention for the subject (either Remand or Sentence) commenced. Use of this field is recommended (see [Section 23.1](#)).

Input: Standard eight-character date in the format DDMMYYYY.

### 29.2 Court Case Reference

Description: This is an optional field used to identify the Court Case to which the Custody detail is associated.

Input: Up to 15 characters, in the format of two digits for the year element, followed by an oblique, then a Court Code, an oblique, a unique serial number of up to six digits, and finally a check character, e.g. 93/0446/2634D.

### 29.3 Owner

Description: Details of the Force/Station code originating the information regarding the Custody detail.

Input: A valid four-character Fce/Stn code of the owner of the information, e.g. 33BA.

### 29.4 FP Status

Description: This field is updated by the IDENT1 system to record the current status of fingerprint information on the subject of the Arrest/Summons.

Input: Input consists of one character, either:

R (rejected) or C (confirmed).

### 29.5 FP Bureau

Description: This field is updated by the IDENT1 system to indicate the Force/Station code of the Fingerprint Bureau recording the status of the fingerprint data.

Input: A valid four-character Fce/Stn code of the owner of the information, e.g. 66FF.

### 29.6 Text

Description: This is an optional field used to record any other details not held in existing fields about the subject's period in custody.

Input: Up to 256 characters of free text.

### 29.7 Create Period In Institution

Description: This field is utilised to indicate to the system that a screen is required to add Period in Institution details to the record.



Input: Y (Yes) if required, otherwise N (No).

If the option 'Y' is taken, the format described earlier is displayed.

### **29.8 Create More**

Description: This field is utilised to request further input screens.

Input: Y (Yes) if required, otherwise N (No).

## **30. RETENTION GUIDELINES**

The ACPO document entitled *Retention Guidelines for Nominal Records on the Police National Computer* can be accessed via the following link:

<http://www.acpo.police.uk/documents/PoliceCertificates/SubjectAccess/Retention%20of%20Records06.pdf>.

These guidelines replaced the existing 'ACPO General Rules for Criminal Record Weeding on Police Systems' on 31 March 2006.

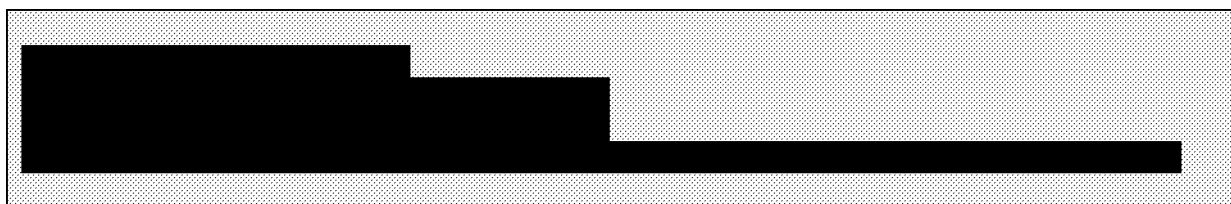
It should be noted that any stepping down of data was done manually, and that since the Five Chief Constables case in October 2009 no further stepping down has taken place.

At the current time, various reviews and legislative changes regarding DNA are being considered, and until such time as changes are implemented all data (unless covered by the Exceptional Case Procedure) is being retained on the PNC.

### **30.1 Principles of Data Retention**

When a nominal record is created or updated on the PNC by virtue of an individual being the subject of a Conviction, Penalty Notice for Disorder, Acquittal or CJ Arrestee, the record will contain relevant personal data together with details of the offence which resulted in the record creation. The record will be retained on PNC until that person is deemed to have attained 100 years of age. Where a subject is shown to have more than one date of birth, the earliest date will be used to determine when 100 years of age has been attained.

Forces are encouraged to refer any enquiries about this guidance to their MoPI Implementation Team. The authors of the Retention Guidelines are available for more detailed advice via the contact details shown below.



**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 12

**APPENDIX 1 – NPA1, NPA2 AND NPA3 FORMS**

The following pages contain three forms to be used by Non-police Prosecuting Agencies (NPAs) that do not have their own update access to PNC, for the purpose of submitting information to the local police force for them to add to PNC.

- NPA1 - Notification of Proceedings - **2 pages**
- NPA2 - Continuation of NPA1, additional offences and MO details - **2 pages**
- NPA3 - Notification of Disposal - **1 page**

The lists of valid options generally reflect the order in which they are shown in the PNC Manual, which in most cases is alphabetically.

**NON-POLICE AGENCIES**

(Notification of Proceedings to Police. N.B. Only Police Cautions may be added to PNC.)

**AGENCY NAME:**

**AGENCY REF. No:**

**ADDRESS:**

**☎:**

**OFFICER IN CHARGE OF CASE:**

**SIGNATURE:** \_\_\_\_\_

<b>For Police Use Only</b> A/S Reference Number	PNC Court Case Reference Number
PNC ID Number	CRO Number
Entered on PNC by	Date

**Name Charged/Summoned**

Surname	Forename(s)																			
<b>Alias</b>	<b>Nickname</b>																			
Date of Birth Metric	Sex																			
Colour	Height (Imperial) or																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>												<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">M</td><td style="width:10%;">F</td><td style="width:10%;">U</td> <td style="width:10%;">White</td><td style="width:10%;">Non White</td><td style="width:10%;">Unknow</td> <td style="width:10%;">Ft</td><td style="width:10%;">m</td> </tr> </table>	M	F	U	White	Non White	Unknow	Ft	m
M	F	U	White	Non White	Unknow	Ft	m													

<b>Place of Birth</b>	<b>Nationality</b>	<b>Driver Number</b>
-----------------------	--------------------	----------------------

<b>Process Stage</b>	Reported	Arrested	Charged	<b>Date</b>	<b>Time</b>
----------------------	----------	----------	---------	-------------	-------------

<b>Photograph</b>	Taken	Not Taken	<b>Fingerprint</b>	Not Taken	Taken
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<b>DNA</b>	Take	Not	Bloo	Swa	Hai	<b>Barcod</b>
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**Prosecuting Agents**

**Offence** (in plain language, include Act & Section of Offence.)

<b>Offence Start Date/Time</b>	<b>Offence End Date/Time</b>
--------------------------------	------------------------------

Address/Location of Offence

County Postcode

**Method used in Offence** (Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)


\*\*\*\*\* **FOR ADDITIONAL OFFENCE(S) USE A SEPARATE FORM NPA2** \*\*\*\*\*

Continuation form(s) NPA2 attached Yes  No

<b>Charged/Summoned on date</b>	<b>Court Date</b>	<b>Time</b>
---------------------------------	-------------------	-------------

**Court Name**

<b>Ethnic Appearance</b>	White (N. European)	White (S. European)	Black	Asian	Chinese, Japanese, SE Asian	Middle Eastern	Unknown

<b>Build</b>	Fat	Heavy	Stocky	Broad	Proportionate
	Medium	Thin	Slim	Slight	Small

**Shoe Size**  or

<b>Eye Colour(s)</b>	Blue	Brown	Green	Grey	Hazel	Pink	Unknown

<b>Glasses</b>	Glasses	Contact Lenses	Neither	<b>Handed</b>	Right Handed	Left Handed	Ami-dextrous

<b>Hair</b>	Type	Colour (1)	Dyed/Greyin	Colour (2)	Features
	Bald (BA)	Auburn (AU)	Dyed (D)	Auburn (AU)	Afro (AF)
Collar Length (CL)	Black (BK)	Greying (G)	Black (BK)	Beehive (BH)	
Cropped (CR)	Blonde (BD)		Blonde (BD)	Curly (CU)	
Receding (RE)	Brown (BR)		Brown (BR)	Curtains (CT)	
Short (SH)	Dark Brown (DB)		Dark Brown (DB)	Dirty (DI)	
Shoulder L'th (SL)	Fair (FA)		Fair (FA)	Greasy (GR)	
Very Long (VL)	Ginger (GI)		Ginger (GI)	Mohican (MO)	
	Grey (GY)		Grey (GY)	Permed (PM)	
	Light Brown (LB)		Light Brown (LB)	Plaited (PL)	
	Mousey (MO)		Mousey (MO)	Ponytail (PT)	
	Red (RD)		Red (RD)	Punk (PK)	
	Sandy (SA)		Sandy (SA)	Rasta (RA)	
	White (WH)		White (WH)	Shaven (SV)	
			Blue (BL)	Skinhead (SK)	
			Green (GN)	Spiked (SP)	
			Multi (MU)	Straight (ST)	
			Orange (OR)	Streaked (SD)	
			Pink (PI)	Teddy (TE)	
			Purple (PU)	Thinning (TH)	
			Yellow (YE)	Untidy (UT)	
				Wavy (WA)	
				Wig (WI)	

Moustache (M)	Beard (B)	Long (L)	Clean Shaven (C)
---------------	-----------	----------	------------------

<b>Facial Hair</b>	Type	Colour (1)	Dyed/Greyin	Colour (2)	Features

<b>Accent</b>	American	East Anglia	Irish	Midland	Other Foreign	West Country
	Australian	English	Italian	Northern	Scottish	West Indian
	Asian	French	London	North East	Southern	Yorkshire
	Birmingham	German	Liverpool	North West	Spanish	
	Cultured	Glasgow	Manchester	Oriental	Welsh	

<b>Marks/Scar Abnormaliti</b>	TATT	Tattoo	R	Right	ABDOmen	BUTTocks	EYES	HAND	NIPPlE	TOES
	MARK		L	Left	ANKLe	CHESt	FACE	HIPS	NOSE	TONGue
	LACK	Lacking	C	Centr	ARMS	CHIN	FEET	KNEE	PENIs	WRST
	SCAR	Scarre	U	Uppe	BACK	EARS	FINGER	LEGS	SCALp	
	PRCD	Pierced	W	Lowe	BRST	ELBW (Elbow)	GAIT	LIPS	SPEEch	
	PECU	Peculia	-	N/A	BROW	EYBW	GENItal	NECK	TEETH	

Type	Pos	Body Part	Description (describe tattoo or other details)

<b>Home Other</b>	<input type="text"/>	Postcode	<input type="text"/>
	<input type="text"/>	Postcode	<input type="text"/>

<b>Identity</b> (National Insurance etc.)	Type	Number (up to 18 characters)
	<input type="text"/>	<input type="text"/>

**Occupation**  Date

**Habitual Dress**

<b>Jewellery Worn</b>	Bracelet	Brooch	Earring	Neckchai	Pendant	Pin
	Ring	Watch	Other			

**State if worn permanently and body position**

**Habits/Manneris**

**Special skills**

**NON-POLICE AGENCIES**  
**(Notification of Proceedings to Police)**

**AGENCY NAME:**

**AGENCY REF. No:**

**ADDRESS:**

**☎:**

**OFFICER IN CHARGE OF CASE:**

**SIGNATURE:** \_\_\_\_\_

**Name Charged/Summoned**

Surname

Forename(s)

PNC  
ID Number

CRO  
Number

**Offence** (In plain language, include Act & Section of Offence.)

**Offence Start Date/Time**

□ □ □ □ □ □ □ □

□ □ □ □

**Offence End Date/Time**

□ □ □ □ □ □ □ □

□ □ □ □

Address/Location of Offence

County Postcode

**Method used in Offence**

(Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)

**Offence** (In plain language, include Act & Section of Offence.)

**Offence Start Date/Time**

□ □ □ □ □ □ □ □

□ □ □ □

**Offence End Date/Time**

□ □ □ □ □ □ □ □

□ □ □ □

Address/Location of Offence

County Postcode

**Method used in Offence**

(Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)

**Name Charged/Summoned**

Surname

Forename(s)

**Offence** (In plain language, include Act & Section of Offence.)

**Offence Start Date/Time**

**Offence End Date/Time**

Address/Location of Offence

County

Postcode

**Method used in Offence**

(Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)

**Offence** (In plain language, include Act & Section of Offence.)

**Offence Start Date/Time**

**Offence End Date/Time**

Address/Location of Offence

County

Postcode

**Method used in Offence**

(Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)



<p><b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only</p>	<p>Chapter 12</p>
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**NOTES**



## **CHAPTER 13 - THE WANTED/MISSING ELEMENT**

### **1. OVERVIEW OF WANTED MISSING**

The Wanted/Missing element of the Names application is used to record details of a person falling into the categories described below. It is also intended to provide assistance to police forces in the possible identification of those persons. If a person falls within these categories they may, at the discretion of the force concerned, be added to the PNC Names application. This chapter identifies the circumstances of when and how the person should be recorded on the system and the rules and conventions applicable to the use of the application.

### **2. SOURCES OF DATA**

#### **2.1 Police and Other Agencies**

Most data involved in the creation of a Wanted/Missing report is initiated by the police service. Additionally the information may come from Courts, who pass information to the police relating to persons for whom they have issued a warrant or summons. Other organisations that add WM reports include the Serious Organised Crime Agency, SPSA, HM Revenue & Customs and the Service Police Crime Bureau, who add entries relating to members of the armed services classed as Deserters.

#### **2.2 The NIS**

Apart from the bodies described above the NIS are the only other creators of WM reports. They are responsible for the creation of records and associated reports, of people coming to their attention via foreign police forces and the Home Office. Foreign police forces pass to them details of people wanted abroad in those countries. The Home Office give them information relating to people excluded from entering the country or who have been recalled to an institution.

### **3. NATIONAL POLICY REGARDING REPORT MAINTENANCE**

#### **3.1 Creation**

Records and reports can be created and maintained using the #NU transaction code. Once a record exists on the PNC, Wanted/Missing reports can be created and maintained using any of the five bypass transaction codes described below. Before creating a new record, a PNC search for existing records must be made using the name under which the subject has been brought to the attention of the police. Any other names known to have been used by the subject, together with any alternative dates of birth, should also be searched. It is important to avoid the risk of creating duplicate entries on the application, and a thorough search must be made in the first instance.

If no matching record is found then a new record should be created. Where a record exists that may relate to the subject of the update, but identification cannot be confirmed, a new record should be created. A 'MAY BE IDENTICAL WITH' Internal Cross-reference should be added to one of the two records, in order to link them to each other (see [Chapter 11, section 11](#) for more details regarding Internal Cross-references). When the matter is resolved, however, it may be necessary to transfer the report to the previously existing record.

When a matching record for an offender is found the Wanted/Missing report must be added to that record. A further WM report may be added to an existing record and this

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

process may be repeated as additional incidents occur, up to a maximum of 99 reports. The Daily Activity File printout notifies report owners of the addition and deletion of Internal Cross-references.

Failure to add a report to an existing record that has been identified as the subject may result in the duplication of records on the application. This will hinder further searches but, conversely, the addition of a report to the "wrong" record carries with it the double risk of the possible wrongful arrest of one person and the failure to arrest another.

If it is established that an arrested person has an existing WANTED, RECALL, DESERT or ABSCOND report, then a DETAINED report **must** be entered immediately in all cases. This allows forces with a current report to be alerted to the fact that the subject they are interested in has been detained. It is the responsibility of the arresting force to enter the Detained report. The existing reports will be marked with the legend WEED WITH DETAINED REPORT.

HM Courts Service are exempt from entering DETAINED reports as they have no powers to deal with offenders wanted by police forces. HMCS protocols state that they should make best endeavours to contact WM report owners whilst the subject is under their responsibility.

If a force wishes to add a Wanted/Missing report to a record that already has one or more WANTED report(s) together with a DETAINED report, they should enter the new WM report in the normal way. The weed date will show a date in the future on this new report, and it will not weed with the old reports.

Only one Detained report may be present on a record. On the rare occasions when it becomes necessary to add a subsequent DETAINED report, forces should make urgent arrangements for the existing DETAINED report and associated WM reports to be removed by the owners (see note below). When this is done a new Detained can be added to make the record relevant and up to date.

N.B. A DETAINED report may be updated or deleted by any user provided that they are entitled to update any of the other Wanted/Missing reports on the record concerned.

Forces must ensure that reports are removed from the application once they cease to be relevant.

### **3.2 Ownership of Data**

A force is considered to own, and therefore be responsible for the accuracy and relevance of, reports that they have entered. Force procedures must ensure that these requirements are met. To assist with this, NPJA produces various printed reports, and to make full use of these forces will need to maintain local records of WM reports. The owner of each report is indicated by the Force/Station code present in the FS/Reference field.

### **3.3 Report Life**

Every report held on the application has an expiry date associated with it. This date (which may be 'UNLIMITED') is determined by the system, (except in the case of ABSCOND and RECALL reports, where the operator must enter a Weed date) when the report is created. In all cases, an operator can subsequently amend the weed date.

The addition of a DETAINED report will cause all Wanted/Missing reports except those under the categories LOCATE/INFO and ORDER (e.g. Sex Offenders) already present, including itself, to be weeded between 29 and 60 days after its creation. This is

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

apparent by the literal "WEED WITH DETAINED" in the weed date field of the report, unless that WM report is subsequently retained.

All reports except DETAINED, ABSCOND and RECALL can be retained beyond their Weed date by their originator. However, the report must be in the last twelve months of its natural life. Any report not subsequently retained will be removed automatically by the system. All reports except DETAINED, ABSCOND and RECALL can be retained by a further twelve months. NPF reports, however, may only be extended once.

The retention period initially assigned for each of the various report class/offence combinations is shown in Appendix 3.

Prior to the weed date being reached, a report is generated from NPIA to the report owners so they can review the need for the data to remain on the PNC. If the reports are not then retained, they will be automatically removed from the application once the weed date is reached. Careful control should be exercised in respect of the facility to extend the life of a report. Once a report has ceased to be relevant (e.g. a missing person has been found), it **must** be deleted from the record as soon as possible. This may also result in the deletion of the record if the report was the sole reason for its existence on the PNC.

### 3.4 Amendments and Updates

The ability to amend or delete details within an existing record depends on report ownership and the level of authorisation. NPIA Reconciliations are responsible for the entry and maintenance of all reports in the WANTED (EXCLUSION) category.

If, when amending a report, text is identified which could be added elsewhere to the record, e.g. physical descriptions or jewellery worn, it should be transferred to the appropriate sections of the record, i.e. Description or Characteristics etc.

The consequence of any amendments or updates to a report is that several printouts will be generated by the system and distributed by NPIA by post to those affected. A duplicate report is produced for the report owner if different from the transaction originator, and for the person's home force if different from the originator and report owner.

### 3.5 Transfer of Reports

The system allows the transfer of a report from one record to another. **A Detained report cannot be transferred.** One of the consequences of transferring a report is that several printouts will be generated by the system and distributed by NPIA by post to those affected. A printout is produced for the report owner if different from the transaction originator.

If the transfer results in the removal of one or more Internal Cross-references on the source record, a report of each cross-reference deletion is produced for the owners of reports on the affected records. A duplicate report is produced for the destination record's home force if different from the originator and report owner.

### 3.6 Record Deletion

If, as a result of the use of any delete transaction, the record is left with no elements (i.e. no Offence Processing, Wanted/Missing or Disqualified Driver elements) then the entire record, including the nominal detail, is automatically deleted from the system. If internal cross-references are present at this time, they will be automatically removed from any cross-referred record. A message will be displayed that other report owners on all affected records will be informed of the deletion(s) via printout. A duplicate printout

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 13

is produced for the report owner if different from the transaction originator. A duplicate printout is produced for the person's home force if different from the originator and report owner.

If only an Offence Processing element is left on a record, and all other reports (i.e. WM or DD) are deleted, the nominal information already present on the record will remain.

**4. CATEGORIES OF WANTED/MISSING PERSONS**

The category into which they fall must be chosen from the following list, which also defines the circumstances under which each of the options should be used. Each category is known as a "CLASS". These are each broken down into "QUALIFIERS", i.e. additional data supplementing the class. An explanation of the valid Qualifiers in each Class is provided below.

**4.1 Abscond**

<b>QUALIFIER</b>	<b>EXPLANATION</b>
CARE	A young person who is absent from Local Authority care, who is the subject of a care or supervision order under the Children Act 1989.
DETENTION	An absconder from a Detention Centre.
HOSPITAL	An absconder from a hospital. Had been detained as a formal patient under the provisions of the Mental Health Act 1983. If they were at the hospital as an informal patient they <b>must</b> be classed as MISSING.
PRISON	An escaper from prison. In England & Wales it may also be used for subjects released from prison 18 days early on a Governor's licence, who have failed to comply with the terms of that licence.
REMAND	An absconder from an Assessment/Remand Centre whilst on remand either for reports or to appear in court at a later date.
SCHOOL	An absconder from a 'List D' school. Applicable in Scotland only (similar to an Approved School in England and Wales).
YOUTHCUST	An absconder from a Young Offenders Institute (formerly known as Youth Custody Centres and Borstal Institutions).

In relation to absconders from Bail Hostels, it is the responsibility of the force in whose area the court (which imposed the condition of residence on the subject) is situated to add a WANTED report to the PNC. This is regardless of where the subject absconded from, e.g. if a person fails to reside at a hostel in Force A's area but was sent there by a court in Force B's area it is Force B who must place the entry onto the PNC.

In relation to absconders from Prison who have failed to comply with the terms of their End of Custody Licence, it is the responsibility of any force receiving the information to check the PNC record and, if necessary, to add it. The overriding consideration is the protection of the public (see PNC L/O Letter 2008/085).

**4.2 Desert**

<b>QUALIFIER</b>	<b>EXPLANATION</b>
ARMY, NAVY, RAF, MARINES	When the subject is a deserter from the Armed Forces. Can only be entered by Service Police Crime Bureau (15), or in exceptional circumstances by NPIA Reconciliations.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 13

**4.3 Locate**

The LOCATE class may be used either for criminal-related matters or for reasons not connected with crime. Police forces may not use it to circulate defendants on behalf of non-police prosecuting agencies, unless a national agreement is in place, e.g. with the UK Border Agency (see PNC L/O Letter 2008/059).

## 4.3.1 Locate for Criminal Purposes

<b>QUALIFIER</b>	<b>EXPLANATION</b>
INFO	To support a Child Abduction Warning Notice (formerly Harbourer's Warning) given in relation to an individual who has a history of harbouring missing persons.
INFO	For the purpose of enabling a Potentially Dangerous Offender record on ViSOR to be linked with a corresponding PNC record.
INFO	For the recording of warnings issued under s.59 of the Police Reform Act 2002 or the Police (Retention and Disposal of Motor Vehicles) (Scotland) Regulations 2005. They must be cross-referenced to an Information Report on the relevant VRM(s) on the Vehicles database, and contain the detail of that report (see Chapter 2, section 3.1). As a minimum, the driving licence number should be included, along with sufficient descriptive detail to assist in identification of the individual in the future.  Forces must carefully manage these reports and monitoring of the 'keeper change notification' batch report may assist in this process.
INFO	For the recording of Control Orders.
INFO	For the recording of Curfew Orders. If operationally required by forces because of current initiatives then the use of LOCATE/INFO is suitable. Ensure that the end date is made clear in the text, and that a robust audit system is in place.
INFO	As an interim measure, until other arrangements are made, for the recording of Deter Young Offenders.
INFO	To indicate that the person is the subject of a Threat to Life Warning or Referral. See PNC L/O Letter 2011/049 for further details.
INFO	Any other reason approved by the Names Group and agreed by P4G.
NPF	It is desired to locate the subject on whom a fine has been imposed and who has failed to make payment.
SUMMONS	When the police need to locate a person for whom a summons has been issued by a court.
TRACE	The police need to locate a person who is wanted for an offence and the force requiring them is <b>not</b> prepared to travel to deal with them, therefore they cannot use the WANTED report.
TRACE	A foreign police authority wants the subject and the request is received through the International Criminal Police Organisation (ICPO). Can only be entered by ICPO (67IP).

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

## 4.3.2 Locate for Other Reasons

QUALIFIER	EXPLANATION
INFO	A person, whose record would not otherwise be on PNC, detained under s.136 of the Mental Health Act, to indicate they have ongoing mental health problems and a high risk of being suicidal.
INFO	Subject assessed by MARAC (Multi-Agency Risk Assessment Conference) as a high risk Domestic Violence offender. If the person comes to notice inform the relevant force DV unit.
INFO	A victim or potential victim of honour based violence or forced marriage. <b>Address details must not be added to the PNC record.</b> See PNC L/O Letter 2008/107 for further guidance and full ACPO policy.
INFO	Foreign national prisoners who have been released from custody and await deportation, to highlight UKBA interest in them. See PNC L/O Letter 2010/048 for further details.
INFO	Juveniles aged 16 or 17 who are subject to a Supervision Order may be recorded by Scottish forces.
TRACE	A Ward of Court who has been removed from the jurisdiction of the Court.
TRACE	A witness to an incident, or whom the police wish to interview for elimination purposes in investigations, or to assist them in connection with complaints against police.
TRACE	Owns property held by police and whom it is desired to locate in order to return the property.
TRACE	Where specific action is required if the subject of the entry comes to notice. It <b>must not</b> be used solely for the purpose of collecting information relating to a named person.

**4.4 Order**

The ORDER class deals specifically with a number of orders issued by courts or the police in relation to the Sexual Offences Act 2003 and various other legislation. It is important to consult the WM pages thoroughly to determine appropriate action when such persons come to notice.

A number of new classes of Order were implemented early in 2007 and are valid for creation. Those which are no longer valid but for which historic entries may still be seen on the database are described in [section 4.4.2](#).

## 4.4.1 Classes of Order which may be Input

QUALIFIER	EXPLANATION
ASBO	Antisocial Behaviour Order - excludes antisocial housing injunctions under Housing Act, for which HARASS or HOUSINJ should be used
CTTRAVEL	Foreign Travel Restriction Order (CT)
DISANIMAL	Animal Disqualification Order - disqualified from keeping an animal under Animal Welfare Act 2006.
DOGCON	Dog Control Order

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 13

QUALIFIER	EXPLANATION
DRINKBAN	Drinking Banning Order - issued under Violent Crime Reduction Act 2006 on application by police or local authority (see also LICPREM). As there is no specific power of arrest attached to the order, the free text should state "No specific power of arrest with order, consider using s.24 PACE or summons" (applicable in England & Wales only). See PNC L/O Letter 2010/057 for further details.
DRUGTRAV	Travel Restriction Order (Drugs)
EXCLUSION	Exclusion Order or Requirement - all Orders and Requirements referred to in s.112 Serious Organised Crime and Police Act 2005 (see HOC 29/2005). For information about breaches of exclusion requirements see PNC L/O Letter 2009/016.
GANGINJ	Gang Related Violence Injunction, issued under Policing and Crime Act 2009 (see PNC L/O Letter 2011/003)..
HARASS	Protection From Harassment Order - order issued under anti-harassment legislation prescribing prohibited actions/locations. This also includes Restraining Orders after Not Guilty findings (see PNC L/O Letter 2009/072).  Civil Injunctions (for example under the Family Law or Housing Acts) where a power of arrest is attached, and 'Warnings' given under s.42 Criminal Justice & Police Act 2001 (as amended by s.127 Serious Organised Crime & Police Act 2005) should also be so recorded. See also HOUSINJ.
HOUSINJ	Housing Act Injunction - issued under Housing Acts (also known as ASBO 'Injunction')
LICPREM	Licensed Premises Exclusion Order, issued following a conviction (see also DRINKBAN).
MATHOMES	Matrimonial Homes Interdict
NONMOL	Non-Molestation Order - issued under Family Law Acts
OCCUP	Occupation Order - issued under Family Law Acts
SCPO	Serious Crime Prevention Order
SEXNOT	Sex Offender Notification Order - for full and 'interim' notification orders (given for foreign convictions)
SEXPO	Sexual Offences Prevention Order and Notification - full and interim SOPOs replace Sex Offender Orders and Sex Offender Restraining Orders (Sexual Offences Act 2003)
SEXREG	Sex Offender Notification Requirement - subject to a requirement under Sexual Offences Act 2003 to register with police; no actual order made by court. See also SEXNOT, SEXPO and <u>Section 11.7</u> of this chapter.
SEXRISK	Risk of Sexual Harm Order - Sexual Offences Act 2003
SEXTRAV	Foreign Travel Order (Sex) - Sexual Offences Act 2003
SPORTBAN	Banning Order (Sporting) - includes football as well as other sporting events (Public Order Act 1986 extends football to all sports). See also <u>Section 13</u> of this chapter.
VOO	Violent Offender Order and Notification
YRO	Youth Rehabilitation Order - to be circulated <b>only</b> when the breach of any conditions could be identified during a police intervention with the subject, i.e. street stop. Only the relevant conditions need to be recorded on PNC, and if none apply to the order there is no requirement to record it within the Orders category (see PNC L/O Letter 2011/073 for further information).
MISC	Miscellaneous Order - any court order not covered by the other categories

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

## 4.4.2 Historic Classes of Order

QUALIFIER	EXPLANATION
SPORT	Sporting Event Exclusion Order. Superseded by SPORTBAN for new cases.

## 4.5 Recall

QUALIFIER	EXPLANATION
DETENTION HOSPITAL PRISON YOUTH CUST	When the Home Office has issued an Order of Recall for a person who has been released on licence from appropriate establishment (e.g. Detention Centre, Prison, Hospital or Youth Custody), or is subject to supervision and is in breach of the conditions of the licence/ supervision. Recalls to Detention, Prison and Youth Custody can only be entered by Metropolitan Police, SPSA, or in exceptional circumstances NPJA Reconciliations. Recalls to Hospital may be entered by any force under the Supervised Community Treatment scheme (see PNC L/O 2010/081).

## 4.6 Wanted

QUALIFIER	EXPLANATION
ACPO OFFENCE CODE	For committing specific offences
ACPO OFFENCE CODE	For failing to appear at court
NPF	For the non-payment of fines where a warrant has been issued
WITNESS	As a witness (hostile) at court
EXCLUSION	For exclusion from the country. Can only be entered by National Joint Unit (65JU).

In all instances, there **must** be a warrant, or alternatively a power of arrest or detention, for the offence and the person **can** be legally arrested or detained and held anywhere in the country.

## 4.7 Classes that do not Require Qualifiers

CLASS	EXPLANATION
DETAINED	<p>When a subject is arrested and brought into custody, a check of the PNC <b>should</b> be made immediately. If it is established that the arrested person has an existing WANTED, RECALL, DESERT or ABSCOND report, then a DETAINED report <b>must</b> be entered immediately, taking priority over the entry of an Arrest/Summons report onto the PNC. In all cases the arresting force <b>must</b> enter a DETAINED report on to the PNC, even if they do not own any reports on that record, in order that other forces are made aware of the arrest by way of the associated Broadcast message which is subsequently generated.</p> <p>The DETAINED report <b>will</b> contain the maximum amount of information known to the arresting force at the time.</p>



**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 13

CLASS	EXPLANATION
FOUND	<p>This report class is used to enter details of the following types of person:</p> <ul style="list-style-type: none"> <li>• a child who has been found</li> <li>• a person suffering from loss of memory</li> <li>• a victim of an accident</li> <li>• a dead body</li> </ul> <p>These reports can be added to the PNC even when the subject's real name is not known. In this instance, the pseudonym INFORMATION must be used as the Surname. See NASCH rules in <a href="#">Chapter 11, section 33</a>, for further information.</p>
MISSING	<p>The subject has been reported and recorded missing. Consider using the facilities of the NPIA Missing Persons Bureau, in particular for national circulation of the person's photo. For further clarification see the current ACPO guidelines on Missing Persons, which may be found via <a href="http://www.npia.police.uk/en/10237.htm">http://www.npia.police.uk/en/10237.htm</a>.</p>

**5. WANTED/MISSING REPORT CONTENT**

The existence of a Wanted/Missing report on a record is evident by the appearance on the status line of the code WM followed by a numeric, signifying the number of reports associated with that record. Up to 99 reports may be present on a record, but only one DETAINED report is permitted. Its presence on a record is apparent by the (D) on the status line next to the WM count, e.g. WM 2(D) indicates that there are two Wanted/Missing reports on the record, one of which is a DETAINED report. They are displayed one per page in order of system generated priority. This order is dependent on the category of report. If all types of report are present they will be displayed in the following order:

- Detained
- Wanted (in report date order, oldest first)
- Order
- Locate } in date order
- Desert }
- Abscond }
- Recall }
- Missing
- Found
- Wanted (Non Payment of Fine)
- Locate (Non Payment of Fine)

If a DETAINED report has been added to a record and other WM reports are subsequently added before the earlier reports are deleted, they will be displayed before the DETAINED report in the order shown above. The addition of further reports will result in the (D) being suppressed on the status line, providing the report date on the new WM report is not older than the existing reports and that the added report is either WANTED, ABSCOND, RECALL or DESERT.

All reports present **must** be viewed in order to ensure that correct action is taken, as retained reports may exist behind a DETAINED report.

When a DETAINED report is present and another one is required, to deal with subsequently added WM reports, the force that requires it should email the owner of the existing DETAINED report and ask them to remove it (see PNC L/O Letter 2010/005).

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

Not all reports are the same in appearance. Dependent upon the type of report additional data may be present. All reports contain details of the number of WM reports present, the number of the page being viewed and a description of the reason for the report's existence. Examples of other descriptions may be:

- WANTED FOR NPF OF £100
- LOCATE SUMMONS
- LOCATE INFO
- LOCATE TRACE
- MISSING
- FOUND
- DESERT FROM ARMY
- ABSCOND FROM PRISON

The other information present is described below.

### 5.1 Date

The date on, or dates between which, the incident gave rise to the creation of the report, e.g. "ON 31/03/02". For the DETAINED report it is the date of the arrest. For a RECALL report it is the release date, not the date of the recall order. For a Failing To Appear WANTED report it is the date the offender failed to appear at court and not the date of the offence.

### 5.2 Location

The location where the incident occurred giving rise to the creation of the report, e.g. "BOOTS, HIGH STREET, LOUGHBOROUGH". In the case of a Warrant for Failing To Appear at court in answer to a charge or to appear at court as a witness, the name of the court where they failed to appear is used.

### 5.3 Power

The POWER associated with the report. This is only present in the WANTED or ORDER categories. The POWER for a WANTED may be either a result of the offence carrying the power of ARREST or from a WARRANT, e.g. as in the case of Failing To Appear at court.

Forces in Scotland may use the POWER of CONDARREST. This is where conditions have been attached to the arrest and should be described in the text of the report. This may not be used in England and Wales as the rules of PACE apply (see note below). A court may attach conditions of execution to a warrant, in which case the POWER would be CONDWARRANT - again this should be described in the text of the report. An entry under ORDER will automatically default to CONDARREST. This is because the person may only be arrested if they are breaking the rules of the order, e.g. a subject is on licensed premises where an order specifically prohibits them from this.

N.B. s.31 PACE Act 1984 means a force may need to ignore any conditions and arrest anyway. The requirements of s.31 may need special consideration, e.g. when a person is under arrest at a police station for an offence and it appears that if released he would be liable to arrest for some other offence, then he **must** be arrested for that offence.

Where the POWER is WARRANT or CONDWARRANT, there will be an indication as to whether or not it is backed for bail, i.e. can the subject, once a warrant has been executed, be bailed to appear at a court and released from police custody? This information will be seen adjacent to the POWER.

### 5.4 FS Reference

The Force/Station reference of the station making the entry, followed by a local reference, e.g. a local document number, crime number or warrant number. This number **must** relate back to supporting paperwork. All new reports, or amended

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 13
----------------------------------	------------

migrated reports, display the location of the CASE PAPERS relative to the report as a Force Station code. It is this station which should be contacted for further information.

### 5.5 Reported

This is the date the incident was reported to the police.

### 5.6 Weed By

This is the earliest date on which the report will automatically be removed from the application. It may indicate that, because of the nature of the report, it should be retained indefinitely. If the weed date has passed then this will be indicated as "EXPIRED". If a DETAINED report is present on the record, any report entered prior to the DETAINED report will display "WEED WITH DETAINED" in this field, unless it has been retained beyond the weed of the DETAINED report. In this case the literal "RETAINED BEYOND DETAINED WEED" will be shown.

### 5.7 Text

Up to three lines of free text, each of up to seventy characters, may be seen to provide additional information **not** supplied elsewhere in the record. This text must give enough detail for an officer to carry out lawful procedures, for example if a subject is WANTED for Theft, the value and description of the item(s) stolen. If a WANTED for FTA then the original offence they failed to appear for and any details of the person dealing with the case should be entered here (see [Section 9](#) on **Wanted/Missing Text Requirements** for more detail).

## 6. OFF-LINE SEARCHES

It is possible to carry out an off-line descriptive search of the WM category when a name is not known, using batch job QUSRCH (see Chapter 7, section 2.12). In the majority of cases the on-line equivalent, QUEST, can and should be used instead. Requests for NPPHSR searches should be made in writing to the Batch & Media Services Manager (a fax to the Service Desk will suffice) signed by a force Authorised Officer. The Service Desk will answer any questions relating to the search or its parameters. A Force/Case reference, an officer dealing and a telephone contact point must be included.

A search may be carried out on all or any of the following:

- Wanted/Missing classification
- A period before or since an incident
- Sex: Male; Female; Unknown
- Colour: White; Non White; Unknown
- Ethnic Appearance Code: 0 - 6
- Height Range: Metric or Imperial
- Age or Age Range
- Marks Scars Tattoos: Type; Position; Part of Body

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

**7. UPDATING WM REPORTS****7.1 The #NU Transaction**

When creating a new record and WM report using the #NU transaction, the input should consist of the Force/Station code and as many of the known NASCH factors, followed by a 'W' to indicate that a WM report is to be created. Where a record already exists the 'W' should be omitted.

When a report is to be added to a record which already exists on the PNC, access can be gained to it by the use of the #NU transaction code and entry of the Force/Station Code and known NASCH factors or PNCID/CRO number and Checkname. The option to create a record is not given when the record is accessed using a PNCID/CRO number and Checkname. An automatic search of the database is carried out for possible matching records.

Once the WM screen has been reached, the display will either state that no Wanted/Missing reports exist, or those reports already present on the record will be displayed for amendment, or the option to create a new report can be taken. Once this format has been completed and accepted, a second screen format is displayed for completion. Its appearance is determined by the data entered in the first screen.

If reports already exist on the record, they will be presented in order of system determined priority. In addition, other fields may be present at the bottom of each screen. Only those options that the operator is entitled to use will be displayed for selection.

**7.2 Update**

UPDATE? (A/R/T/D). This field is displayed on each WANTED/MISSING report page, and relates specifically to the WM report on screen at the time. The various options mean:

- A - Amend
- R - Retain
- T - Transfer
- D - Delete

A full description of the functionality of each option is described in the by-pass transaction codes given below.

**7.3 Create**

CREATE? (Y/N)

This field is displayed on each Wanted Missing page.

If it is desired to create a NEW Wanted/Missing report, rather than amend the existing report being displayed, then 'Y' (for Yes) should be entered in this field.

**7.4 After Creation**

When a new record has been created, the PNC will automatically retrieve the full record for inspection.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only	Chapter 13
----------------------------------	------------

**7.5 Bypass Transactions**

As an alternative to using the #NU transaction, one or more of the five "bypass" transactions described below may be used. These enable a single update within one transaction. The same functionality for each of these transactions is available within the #NU transaction.

**7.6 Inserting a report (#WI)**

This transaction requires the input of the following information before producing the appropriate format for completion:

- PNCID/CRO number
- Checkname
- Fce/Stn code.

Upon successful completion of the two screen formats the report is added to the record.

If a DETAINED report is added to an existing record which already has other WM reports owned by other forces, a screen containing information about the person and the DETAINED report will be presented, with further fields requiring completion. This information is used by the system to send automatically a Broadcast to each force owning a WM report for the person.

At the completion of the report creation, the system automatically displays the record, starting with the WM element, in the #NE enquiry mode, complete with the standard paging and printing facilities offered by that transaction.

**7.7 Amending a report (#WA)**

This transaction requires entry of the following:

- PNCID/CRO number
- Fce/Stn code
- Checkname
- FS/REF of the report to be amended

This allows the nominated report owned by that force to be amended. The system displays the report and allows its contents to be updated. Certain restrictions are present when amending the fields of a Wanted/Missing report:

- WANTED may be exchanged with LOCATE, or ABSCOND exchanged with MISSING and vice versa. These are the only class changes permissible.
- Where the class/qualifier is NPF, it may not be changed to any other qualifier. Similarly, if it is not NPF it cannot be changed to be NPF.

Following alteration of the Class and Qualifier fields, other fields may need completing, e.g. weed dates for an ABSCOND report which were system generated with MISSING, or OFFENCE LOCATION for WANTED which was not present for LOCATE. Upon pressing SEND, these additional fields are automatically displayed for update. Conversely, data that was present, but is no longer required, is automatically removed by the system when the screen refreshes. It is possible for the weed date to be extended for up to one year. However with LOCATE or immigration offence WANTED reports the weed date may be extended indefinitely.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

At the completion of the update, the system automatically displays the record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

### 7.8 Deleting a report (#WD)

This transaction allows a nominated report to be deleted. The following fields are presented:

- PNCID/CRO number
- Checkname
- Force/Station code
- FS/REF of the report to be deleted must be entered

Provided the deletion can be made, a request for approval of that deletion is displayed along with the report specified. The response 'Y' will lead to deletion of that report. If as a result of the use of any delete transaction the record is left with no elements (i.e. no Offence Processing, WM or DD elements) the entire record, including the nominal detail, is automatically deleted from the system.

If the source record contains other reports the nominal details are unaffected. In this case, at the completion of the update, the system automatically displays the record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction. **This is not an alternative procedure to the proper use of Detained reports.**

### 7.9 Transferring reports from one record to another (#WT)

The #WT transaction permits the transfer of a single report from one record (source) to another (destination). **It is not possible to transfer a DETAINED report.**

Upon entry of the transaction code #WT the following fields in relation to the report to be transferred (source) are presented:

- PNCID/CRO number
- Checkname
- Fce/Stn Code
- FS/REF

The system presents a screen containing the status line and NASCH factors present on the record. With this will be a format requesting input of:

- PNCID or CRO number
- Checkname

of the destination record. The system then displays the selected report for confirmation of the transfer. This is achieved by changing the N default to Y and pressing SEND.

If confirmed, the report is deleted from the source record and added to the destination record. If the source record contains other WM reports, or has DD reports, or has an Offence Processing element, the Nominal details are unaffected. If the transferred report is the last report on the source record, and the record contains no other elements, the source record will be deleted from the application.

If the source record contains other reports, the nominal details are unaffected. At the completion of the update, the system automatically displays the DESTINATION record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

If this update is performed as part of the #NU transaction, the source record is displayed at the completion of the transaction, starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

<b>The PNC Manual, version 12.01</b>
--------------------------------------

For Use By Authorised Staff Only
----------------------------------

Chapter 13
------------

**7.10 Retention of reports (#WR)**

When a report has almost reached the recorded weed date, its life can be extended by retaining it. The report **must** be in the last year of its life. **DETAINED, ABSCOND and RECALL** reports **cannot** be retained.

Where a DETAINED report is present, normally any report preceding it will be weeded at the same time as the DETAINED report (i.e. after one calendar month). The #WR transaction allows a Wanted/Missing report to be retained beyond its weed date. It is used to retain a report beyond the weed of the DETAINED where an item is required to remain on a record after the DETAINED report has been removed.

Entry of the #WR transaction requires the following input:

- PNCID/CRO number
- Checkname
- Fce/Stn code
- FS/REF of the report to be retained

If the use of this transaction would leave the retained report with less than three months' life, the option to extend the weed date by a year will be given.

At the completion of the update, the system automatically displays the record starting with the WM element in the #NE enquiry mode, complete with the standard paging and printing facilities available with that transaction.

**8. WANTED/MISSING ELEMENT FIELD RULES**

The creation of a Wanted/Missing report is split across two screens. This is to allow the PNC to "tailor" the second screen to the requirements of the report being created. If a field is not required for a particular report type it is not displayed, e.g. if Class is Locate and Qualifier is NPF, this will supply an amount field on the second screen.

**8.1 Class**

**Description** This mandatory field identifies the classification of the displayed report.

**Input** Any one of the following nine classifications can be entered into this field:

WANTED	MISSING	ORDERFOUND
RECALL	DESERT	ABSCOND LOCATE
DETAINED		

The following are interchangeable once a report has been finally created:

WANTED to LOCATE
LOCATE to WANTED
MISSING to ABSCOND
ABSCOND to MISSING

RECALL is entered by the SCD26 or SPSA only. DESERT is entered by the Service Police Crime Bureau only.

Where the ABSCOND class is used, consideration **must** be given to adding an ESCAPE Warning Signal to the subject's record, as well as updating the Custody History with both the date of escape and return to the institution.

**8.2 Offence/Class Qualifier**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

Description This field is used to provide further information relating to the CLASS.

Input Dependent on class.

To use the NPF qualifier with the WANTED class, a warrant must have been issued with a power of arrest or conditional arrest given by the court. The warrant must be:

- issued in connection with the non-payment of: fines, Court costs, Compensation Orders or Legal Aid
- able to be executed anywhere in the country

The force or court entering the report must be prepared to collect the subject from anywhere in the country.

Local protocols may be put in place by police or courts to determine the level of fines appropriate for circulation on PNC.

### 8.3 F/S Reference

Description This mandatory field will contain the Force/Station code and Reference number applicable to this entry.

Input The input consists of two parts, separated by an oblique character. The first is the Fce/Stn code, the second is a unique local reference, comprising alpha, numeric, oblique or hyphen characters, ending with a year element, e.g. 05B2/6712/02.

The FS/REF used for a DETAINED report **must** differ from that used on any of the other recorded WM reports for the same person, otherwise the transaction will abort and the Detained report will **not** have been added.

Dependent upon the report class specified on the previous screen, some or all of the following fields will be presented for completion.

If an offence code was used in screen 1, it is expanded to show the full offence on screen 2. If an error is observed at this point in any field, it is possible to use the "PREVIOUS SCREEN" option to return to screen 1, in order to correct the error before proceeding further.

## Second Screen

### 8.4 Case Papers

Description This mandatory field is used to indicate the location of the relevant information supporting this report, which should be available on a 24-hour basis.

Input An acceptable Fce/Stn code must be entered, e.g. 13AA.



<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>
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**8.5 Power of Arrest**

Description	This mandatory field is used to specify the category of POWER that can be used with the WANTED classification.	
Input	One of the following literals:	
	• ARREST	A power of arrest exists.
	• CONDARREST	Scotland only - as for arrest but the force owning the report has placed conditions on enforcement. (Not for use in England or Wales, except as the default value in Sex Offender Orders - see <a href="#">section 11.3</a> ).
	• WARRANT	A court warrant has been issued for a specific offence.
	• CONDWARRANT	As for warrant but the issuing court has imposed conditions which limit enforcement.

The requirements of s.31 PACE Act 1984 may need special consideration, i.e. when a person is under arrest at a police station for an offence and it appears that if released they would be liable to arrest for some other offence, then they **must** be arrested for that offence.

**8.6 Warrant Backed for Bail**

Description	This field is used only if the POWER is either WARRANT or CONDWARRANT and indicates if backed for bail.	
Input	Y	is used only where the WARRANT or CONDWARRANT is backed for bail to a court, i.e. subject can be bailed.
	N	is used if the WARRANT or CONDWARRANT is not backed for bail to a court, i.e. subject cannot be bailed.

**8.7 Failed To Appear**

Description	This optional field is used only in conjunction with the WANTED class where the subject has failed to appear at court and is, therefore, wanted. Usually a WARRANT or CONDWARRANT will have been issued.	
Input	The letter Y will be entered in this instance only, otherwise leave it blank.	

**8.8 Incident Date**

Description	The date, or dates between which, the incident occurred.	
Input	The date, or dates are entered in the format DDMMYYYY. The second date field is left blank unless applicable.	

DETAINED reports must be entered showing the date of the arrest. SCD26 or SPSA will enter the release date in respect of RECALL, not the date of the recall order.

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>
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### 8.9 Report Date

**Description** This mandatory field requires entry of the date the incident was reported to the police.

**Input** Standard date format DDMMYYYY.

### 8.10 Weed date

**Description** This field only appears at the time of original creation, in ABSCOND and RECALL reports. It is present when any report is subsequently updated and indicates the expiry date of the report. After this date the report will automatically be deleted from the record.

**Input** The weed date is entered in the format DDMMYYYY. In most instances this date is computer generated upon creation of the report. However, in respect of ABSCOND and RECALL **Appendix 4** must be consulted and the weed date input manually, e.g. ABSCOND/HOSPITAL, subject to the Mental Health Act 1983, Section 35 will be entered as 99999999 (unlimited weed date).

Appendix 3 shows the relationship of the initial retention period of a report to its Class/Offence details. In the case of the report having an unlimited life, check that the input is in the form 99999999.

### 8.11 Offence Location

**Description** This mandatory field requires entry of the address of the location where the incident occurred.

**Input** Enter as full an address or location description as possible to enable a lawful arrest to be made. In the case of a warrant being issued, the location is the issuing Court.

## 9. WANTED/MISSING TEXT REQUIREMENTS

The text field is used for:

- providing sufficient information regarding an offence to enable a **lawful** arrest to be executed (see also [section 9.1](#))
- clarifying or amplifying information in other fields
- including important information not provided for in other fields.

The following criteria apply:

- Where the subject is WANTED, in order that a lawful arrest may be made, the text **must** contain sufficient information to ensure that legal precedents are complied with, e.g. Christie v Leachinsky 1949, R v Telfer 1976, R v Wizard 1983. Details of offence, property stolen and any other pertinent information should be included.
- Where a warrant is in existence, the text should contain the location of the warrant and any 'conditions' attached to it.
- In 'Locate' classes the text must be used to make clear to enquiring officers what action they should take. Note, this must **not** be 'Arrest'
- Further explanation of 'Information Markers', 'Marks and Scars' etc can be catered for within the Nominal part of the record.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

- Any other relevant details, e.g. vehicles used, clothing or jewellery worn, description of MO used etc should all be added to other sections available within a record, e.g. Characteristics and Record Other Detail.
- Brand names must not be used.

**IMPORTANT NOTE**

Abbreviations may be used but only when absolutely necessary to conserve space. Any abbreviations used must appear on the list of standard abbreviations issued by ACPO. This list is incorporated into Chapter 1, Appendix 1.

**9.1 General Text**

**Description** Text is required in all reports. It **must** provide sufficient detail to justify any action being suggested by this report, e.g. where any warrant is located and relevant conditions, as well as further description of the clothing worn by the subject at the time etc. Do not include a physical description, as this should be entered onto the Nominal section of the record. The implications of the Data Protection Act 1998 and R v Telfer (which dealt with the need to provide the subject with sufficient reason for an arrest) should be remembered.

**Input** Up to 210 characters of free text, which would assist in the lawful apprehension and detention of the subject.

It is now the responsibility of the **arresting officer** (as opposed to the circulating officer) to be satisfied that they have sufficient powers under s.110 of the Serious Organised Crime and Police Act 2005 to effect an arrest (in cases where a warrant has not been issued) and express that to the arrested person and custody officer. The current process for circulation of people who are 'wanted' will largely remain unchanged with one notable exception. It will be the responsibility of the circulating force to supplement the wanted report with any information that they have at their disposal, which would provide a future arresting officer with appropriate justification for an arrest.

Given the limitations of three lines of text this will be, by its very nature, brief and some examples are given below:

- Has given false name/address
- Has made false statements
- May contact witnesses
- Evidence needed by questioning.
- May disappear

This cannot be entirely comprehensive, but seeks to ensure that arresting officers have sufficient justification to make a lawful arrest.

When the arrested subject has been dealt with, the force responsible for the DETAINED report should update/amend the report to include such details as:

- the subject's present location, if retained in custody
- any bail conditions, if released on bail
- the date and location of the next court appearance
- the officer now in charge of the case.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

**9.2 Previous Screen**

Description This optional field can be utilised if it is desired to return to the previous screen to change any of the data already entered at that time, e.g. Class, Qualifier, FS REF. This data cannot be directly amended from screen 2.

Input Enter Y to return to the previous screen, should a correction to those fields be required.

**10. NPF SCREENS**

The following fields are shown if the Class Qualifier used is NPF (Non-payment of Fine).

**10.1 Court**

Description This mandatory field is used to record the name of the court at which the non-payment of fine occurred.

Input The full name of the court must be entered, e.g. LEEDS CROWN.

Only standard abbreviations for the court type are acceptable, e.g. MAGS = Magistrates'.

**10.2 Amount**

Description This mandatory field indicates the value of the fine as stated in the warrant.

Input It will be entered either as a whole number of pounds or as pounds and pence, e.g. 135 or 135.40.

Fines over 99999.99 are shown as 99999+. The pound sign is automatically computer generated. The true value of the fine **must** be clarified in the Text field.

**10.3 Warrant Date**

Description This mandatory field indicates the date on which the non-payment of fine warrant was issued.

Input Standard date format DDMMYYYY.

**11. FIELD RULES FOR ORDERS (REGISTERED SEX OFFENDERS)**

Generally the field rules that relate to the main Wanted/Missing category also apply to the Orders sub-category. It should be noted that the current solution is an interim measure and further software changes are planned.

The success of this process depends on close liaison and co-operation between forces. Where a force which created a WM report in relation to a sex offender who subsequently moves to another force, or where that person is subsequently convicted in another force area and receives another notification requirement\* the first force should comply with any request to amend their entry, unless it is deemed unreasonable. The most important feature is that appropriate information is available to all users to enforce the legislation and protect the public. The following document provides further guidance:

<http://webarchive.nationalarchives.gov.uk/20100413151441/http://www.crimereduction.homeoffice.gov.uk/sexual/sexual027.htm>

\* Note: an offender cannot be subject to more than one notification requirement simultaneously, so the later date takes precedence and should be reflected in the PNC entry.

### 11.1 FS/Reference

The force that first registers a Sex Offender is usually the force where the sex offender resides at the time of initial registration. For the duration of this interim solution the force first registering retains ownership throughout the period of registration, wherever the offender subsequently resides. Do **not** delete and re-enter Offenders subject of this legislation if they move to another force area.

### 11.2 Case Papers

**Description** Indicates the force who currently holds the registration and where the supporting documentation for the sex offender is held. If a registered Sex Offender moves into another force area, upon notification the receiving force should contact the force owning the original registration, and request:

- copies of any supporting documentation and intelligence
- that the force owning the registration changes the Case Paper Location to that of the new force.

**Input** Force/Station Code

### 11.3 Power

Defaults to CONDARREST. Breaches of Sex Offenders legislation have a Power of Arrest.

### 11.4 Repdate

The date when the notification requirements took effect. This may be either the conviction or sentence date, depending on the circumstances of the conviction or sentence.

### 11.5 A/S Reference Number

The A/S Ref. No. supporting the conviction and the requirement to register.

### 11.6 Free Text

The minimum requirement is one of the following entries:

- **Required to Notify by (Date) - Optional**

This indicates that the offender is subject of a requirement to notify police of their whereabouts and it will take effect from the date shown. If the offender has not registered by that date then they will have committed an offence. If the subject has not notified after that date, the entry must be amended to 'Failed to Notify On (Date)' – see below.

Forces may wish to delay entering any PNC data until the 3 days has elapsed, when they may enter either 'Notified On' or 'Failed to Notify', whichever is appropriate.

- **Required to Notify but in Custody**

This indicates that the offender is subject of a requirement to notify but is currently serving a term of imprisonment. Upon release from custody this person is also required to register within 3 days. Prison release processes will include a reminder to the offender of the requirement to notify and a notification to the police force in which the released

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

will reside. Upon receipt of this notification the entry should be changed to 'Required to Notify On (Date)' – see above.

If the subject has not notified after that date, the entry must be amended to 'Failed to Notify On (Date)' – see below.

- **Notified On (Date)**

This indicates that the offender has fulfilled the original notification requirement.

- **Re-notified On (Date)**

This indicates that the subject has complied with the annual requirement to further notify police of their details. If the subject has not re-notified on the appropriate date, the entry must be amended to 'Failed to Notify On (Date)' – see below.

- **Failed to Notify On (Date)**

This indicates that the subject has failed to notify details as a requirement of the Act. Forces should consider the addition of a WM entry.

- **Required to register if returns to the UK from abroad**

This indicates that the offender is subject of a requirement to notify but is currently residing abroad (with no known date of return). Upon return to the UK this person is required to register within 3 days. When the offender has fulfilled the notification requirement the entry should be changed to 'Notified on (Date)'.

The above information is a minimum requirement. Forces should also include any information that they feel may assist enforcing this legislation.

### 11.7 Sex Offender Orders

Part 2 of the Sexual Offences Act 2003 introduces a number of Civil Orders. An order can include restrictions on the activity of the offender and attracts notification requirement for the duration of the order. Each order imposed should be recorded as a separate WM entry under the class of ORDER, with qualifier as shown below, and the details recorded in the free text of the entry.

Further information may be recorded in the Other Details (OD) page and cross-referenced to the relevant entry. When a record contains a number of orders, either sexual or otherwise, that utilise the OD page then great care must be taken in cross-referencing the conditions to the appropriate Wanted/Missing entry.

#### Notification Orders (SEXNOT)

The Act introduces Notification Orders and Interim Notification Orders, which are intended to protect the public in the UK from the risks posed by sex offenders who have been convicted, cautioned etc. for sexual offences committed overseas. Such offenders may be British citizens convicted, cautioned etc. abroad, or foreign nationals who reside in the UK with a previous conviction, caution etc.

In such cases the grant of the Notification Order will be recorded on the PNC under the existing Orders category as indicated below. This will form the 'notification' requirements and will often be the single report. The conviction details may or may not already be recorded on PNC. Where they are not, forces should either:

- (i) create or own the relevant data themselves (which formed the basis for the application) or
- (ii) liaise directly with [REDACTED] or ICPO to arrange for details to be added.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

**Sexual Offences Prevention Order and Notification**

The Act introduced Sexual Offences Prevention Orders (SOPOs) and interim SOPOs, which are intended to protect the public from the risks posed by sex offenders by placing restrictions on their behaviour. The SOPO and interim SOPO also require the offender to register their details to the police as set out in Part 2 of the Sexual Offences Act 2003. The SOPO updates, replaces and combines the Sex Offender Order (introduced in the Crime and Disorder Act 1998) and the Sex Offender Restraining Order (introduced through the Criminal Justice and Court Services Act 2000).

A new WM entry will be created for each order issued, which will supplement the existing WM entry.

The correct notification period must be recorded for persons who are subject to a SOPO in addition to a standard Sex Offenders Notification. The completion of the SOPO should follow the same format as that of the SEXREG entries in respect of notification and re-notification (see section 11.6 and PNC L/O Letter 2011/075). The expiry date of the entry should reflect the length of the order itself and be independent of any other notification period for the person.

The text should also include the notified address. This will remove any confusion in respect of the status of dated Home Address entries in the Address (AD) page, as these can easily be superseded by non notification related entries.

To assist officers in determining if an offence has been committed, it is good practice to record the re-notification requirements for changes to address etc in the last condition of the report.

**Foreign Travel Orders (SEXTRAV)**

The Act introduces the Foreign Travel Order. This is a new civil preventative order and is intended to prevent offenders with convictions for sexual offences against children from travelling abroad where there is evidence that they intend to commit sexual offences against children abroad.

Again this will be recorded on a new WM entry to supplement the notification requirements.

**Risk of Sexual Harm Orders (SEXRISK)**

The Act provides for a new civil preventative order, the Risk of Sexual Harm Order (ROSHO). This is a new civil order that can be applied for by the police against any person thought to pose a sexual risk to children aged under 16. The orders originally arose out of the work of the Home Office Task Force on Child Protection on the internet, which identified a gap in the law concerning the grooming of children by paedophiles.

It is not necessary for the defendant to have a previous conviction for a sexual offence. A person subject to a ROSHO will not be subject of the notification requirements, but breach of a ROSHO will be a criminal offence, which will entail compliance with these.

A Risk of Sexual Harm Order may be granted in respect of a person against whom there are no convictions. In such cases the AS reference will be replaced with the text 'Risk of Sexual Harm Order'.

**Notification of Foreign Travel**

Notification of foreign travel under the regulation requires a person to notify police in person at a police station of their intention to travel, including details of the accommodation arrangements for the first night outside the UK. The offender will be provided with documentary evidence of their notification and it is therefore not a requirement that details of these notifications will be recorded on PNC. However, where forces choose to record details of a bona fide foreign address, this may be recorded on the relevant Address field.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 13</span>

**Parental directions**

The Act permits that an order may be made against a parent (or local authority) to make the notification requirements on behalf of a juvenile offender. Although details will be shown on the offender's Disposal History that parental directions have been made, there is no requirement to record this separately on the parents' PNC record. Management of this aspect of the requirements will be undertaken by forces' Public Protection Units or MAPPAs.

**11.8 General Information**

Address information will be included on the AD page and the last home address will be the registered address. Forces are encouraged to include any temporary addresses in Address Other, as these may provide useful intelligence. National Insurance details may be shown in the ID Numbers field.

**12. VIOLENT OFFENDER ORDER AND NOTIFICATION**

Violent Offender Orders (VOOs) were introduced through provisions in the Criminal Justice and Immigration Act 2008. They are intended to protect the public from the risks of serious violent harm caused by the offender, for example by preventing them going to specified places, attending specified events or having contact with specified persons, for between 2 and 5 years.

The correct notification period must be recorded for persons who are subject to a VOO. The completion of the VOO should follow the same format at that of the SEXREG entries in respect of notification and re-notification (see section 11.6 and PNC L/O Letter 2011/075). The expiry date of the entry should reflect the length of the order itself and be independent of any other notification period for the person.

The text should also include the notified address. This will remove any confusion in respect of the status of dated Home Address entries in the Address (AD) page, as these can easily be superseded by non notification related entries. The owner of the VOO entry will remain the force that applied for the order. The current force managing the offender will be shown as the Case Paper owner.

To assist officers in determining if an offence has been committed, it is good practice to record the re-notification requirements for changes to address etc in the last condition of the report.

**13. DETAINED REPORT AUTO BROADCAST**

Upon creation of a DETAINED report, a format for the completion of an auto Broadcast Message is displayed.

**13.1 Officer Dealing**

**Description** This mandatory field is used to record details of the officer dealing with the arrest of the subject, so that enquirers have a point of contact should further information be required.

**Input** Sufficient free text to identify the officer(s) dealing with the subject.

**13.2 Telephone**

**Description** This mandatory field is used to record a telephone number from where an enquirer can obtain further information about the subject or the arrest.

**Input** Up to 22 alpha/numeric characters to record a telephone number obtainable 24 hours a day, where further information can be obtained. The STD dialling code **must** be included in the number, along with any relevant telephone extension.



**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 13

Once the format has been successfully completed and "SENT", a warning is displayed that an auto Broadcast Message has been generated. The message number will be displayed, as will a reminder that a Broadcast Receipt message will follow in 10 minutes' time. Broadcast is described more fully in Chapter 4.

**14. FOOTBALL EXCLUSION ORDERS**

With effect from 28<sup>th</sup> August 2000, Domestic Football Banning Orders and International Football Banning Orders were merged into **Football Banning Orders** as a consequence of the Football (Disorder) Act 2000. The Police, Public Order and Criminal Justice (Scotland) Act 2006 Part 2 implemented the same procedure in Scotland from September 2006.

Football Banning Orders were previously issued under the Football Spectators Act 1989. The maximum period for which a ban could be imposed was ten years. It is thus possible that Domestic and International Banning Orders may exist on the PNC up to 27<sup>th</sup> August 2010.

New Exclusion Orders should now be recorded using the class ORDER and qualifier SPORTBAN.

**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 13

**NOTES**

## **CHAPTER 14 - THE DISQUALIFIED DRIVER ELEMENT**

### **1. SOURCES OF DISQUALIFIED DRIVER DATA**

#### **DD Element of PNC Names Records**

Since 1980 the police service has been responsible for maintaining disqualified driver reports on the PNC, based on information provided by courts and cross-checked with DVLA. The effort in updating PNC, and resolving conflicts with other data sources, is offset by the fact that the data may be used for any valid policing purpose, including intelligence. **Current national policy states that forces should continue to update the DD element of the PNC Names file.** This process is under review, pending the outcome of related software and legislative changes.

#### **#DL Transaction**

Since 2002 the PNC has provided a text-based copy of driving licence records, updated regularly by DVLA (see [Chapter 16](#)). This is the definitive source of Great Britain driving licence data, and provides on-line access to information similar to what would be obtained by submission of form DQ1 to DVLA. #DL displays the majority of disqualification data. The use of #DL is restricted to relevant Road Traffic legislation and is governed by a Memorandum of Understanding (MOU).

#### **Driver Validation Service (DVS)**

DVLA also provides to registered data partners a browser-based link to their driving licence data, via a secure portal. This includes the photo of the licence holder, if one exists. The use of DVS is restricted to relevant Road Traffic legislation, is governed by an MOU and is subject to auditing.

### **1.1 Courts**

The data from which the Disqualified Driver report is comprised emanates from the court responsible for sentencing the subject and disqualifying them from driving a motor vehicle on a road. The information is passed to the prosecuting force, which is responsible for the entry (and any subsequent amendment or deletion of) the data onto the PNC. This must be done **within 24 hours** of the court's decision being made.

In the following instances a person is not allowed to drive a motor vehicle on a road even though they have not been disqualified from doing so by a court:

- licence suspended pending production of licence
- licence revoked by the DVLA (possibly due to notification of a medical condition)
- licence suspended by the DVLA as a condition of a Probation Order
- licence suspended as a condition of bail
- disqualified by reason of age
- licence revoked under the Road Traffic (New Drivers) Act 1995 for receiving 6 or more penalty points within 2 years of passing the driving test.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 14</span>

None of the above are recorded on the PNC as part of the Disqualified Driver element. Information regarding a person who falls under any of these categories can be obtained using DVS or the Drivers Application, **if appropriate**, or from the DVLA, or in some cases from the Disposal History element of the subject's record.

## 1.2 DVLA

Information is also passed from the sentencing court to the DVLA, who create or update their records. The data held on the PNC about the subject's disqualification is examined by the DVLA and the PNC report is subsequently confirmed using data sent by the court to the DVLA, providing they agree with the entry made by the prosecuting force. If there is conflict between the DVLA's data and that held on the PNC, the prosecuting force will have to take steps to resolve the problem through liaison with both the sentencing court and the DVLA.

Each force has one (or more) nominated DVLA liaison officer, who is authorised to contact the DVLA Police Enquiry Unit. A driver's full history can be obtained by submitting form DQ1 to the DVLA. Queries relating to PNC disqualified driver records should be addressed to the PNC Service Desk at the Hendon Data Centre.

If it is discovered that more than one Driver Number exists for the same person, the DVLA should be notified immediately using their form D137. The DVLA will reply advising the preferred Driver Number, which must be inserted into the Names record. Records having Driver Numbers other than the preferred number will be deleted from the PNC by NPIA on notification of the preferred number by the DVLA.

## 1.3 Types of Disqualification

There are five types of disqualification seen on the PNC:

- **Life** where a person is disqualified for the rest of their life.
- **Absolute** where a period of disqualification is specified, e.g. six months.
- **DTTP** where a person is disqualified from driving until they have passed a Department of Transport (DOT) driving test. They may, however, still drive during the period of disqualification, provided they adhere to the Provisional Licence Holder conditions, i.e. "L" plates to be displayed and, where applicable, to be supervised by a suitably qualified person.
- **Combination** where the person has been given an Absolute disqualification followed by a DTTP. Consequently that person cannot drive at all for the period of the absolute, but upon expiry of that they may then drive providing they adhere to the conditions mentioned above.
- **Interim** where a court disqualifies a person until they are sentenced at a later date. This type of disqualification can only last a maximum of six months from the date the order is made by the court, and a further interim order of disqualification in relation to the original offence cannot be issued once the first order expires. In Scotland, although the initial period of disqualification cannot exceed 6 months, it can be extended during the 6-month period.

## 2. DISQUALIFIED DRIVER REPORT CONTENT

The existence of a Disqualified Driver report on a record is evident by the appearance on the status line of the code DD, followed by a numeric signifying the number of reports associated with that record. The purpose of this element is to record details of any disqualification(s), imposed by a court, that relate to the subject. Up to 20 current disqualifications are shown, displayed in expiry date order, with the longest period to run shown first. A maximum of two disqualifications may be displayed on any one page and will contain the information described below.

### 2.1 Disqualified Until

This is the expiry date of a disqualification. Disqualifications expire at midnight on the date shown. LIFE and UNTIL TEST PASSED are also valid entries.

A date with 'TEST REQ' in brackets beside it indicates that the subject has an absolute period of disqualification until the date shown, and is then allowed to drive (subject to provisional licence conditions) until a DfT driving test is passed, at which time the disqualification will cease to apply.

When the absolute disqualification date passes, the system automatically removes the date and displays the literal 'UNTIL TEST PASSED', with a note indicating 'ABSOLUTE PERIOD EXPIRED'. Expired reports are weeded after 7 days, the report will show 'WARNING: REPORT EXPIRED'.

### 2.2 DVLA Expiry Date

This is displayed only if the DVLA expiry date differs from that recorded by the police on the PNC. The text will show 'Expiry Date in Dispute'.

### 2.3 F/S Reference

This is the Force/Station code of the station reporting the entry. It is this station which should be contacted for further information. The code is followed by a local reference, e.g. a local document number.

### 2.4 Court

This indicates the name of the court imposing the disqualification.

### 2.5 Date

The name is followed by the date from which the sentence applies, which may be:

- the date of sentence, when the disqualification is first imposed
- the date on which the "Interim Disqualification" was first imposed
- the date when an appeal was dismissed (if the disqualification was, at some time, suspended pending appeal)
- the date of abandonment of an appeal (again, if the disqualification was suspended pending appeal).

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 14</span>

**2.6 DVLA Confirmed/Unconfirmed**

This clarifies whether or not the disqualification report content has been confirmed by the DVLA.

**2.7 Expiry Date In Dispute**

This information will be seen when there is a discrepancy between the police and the DVLA expiry dates. When present, the prosecuting force must take steps to clarify the correct expiry date through liaison with the sentencing court and the DVLA. Also present on the report may be the Driver Number, which relates to the subject's record held at the DVLA. If the reference appears not to relate to the subject displayed on the PNC, check that the reference does not in fact relate to an ALIAS name held on the record.

**3. NATIONAL POLICY ON REPORT MAINTENANCE****3.1 Creation**

Records and reports can be created and maintained using the #NU transaction code. Once a record exists on the PNC, Disqualified Driver reports can be created and maintained using any of the five bypass transaction codes described later.

When an existing record for the offender is found, then a further disqualification report must be added. The consequence of creating a report is that several printouts will be generated by the system and sent by NPJA to those affected.

**3.2 Report Ownership**

The force receiving the result enters data onto the Names application. The force entering the data is regarded as the owner and is responsible for its accuracy and continuing relevance. Force procedures must ensure that these requirements are met. Report details must also be amended by the owning force to take into account changed circumstances.

**3.3 Amendments and Updates**

The owner of a report has the ability to amend or update it as and when necessary (dependent on level of authority). The consequence of any amendments or updates to a report is that several printouts are generated by the system and distributed by NPJA to those affected. A printout is produced for the report owner and a duplicate is produced for the person's home force if different from the report owner.

**3.4 Confirmation of Reports**

In cases where police and DVLA expiry dates do not match, and DVLA have contacted the owner of the report agreeing that the police data is correct, the force concerned is responsible for "CONFIRMING" the report. A printout is produced for the DVLA if the expiry date is in dispute.

**3.5 Transfer of Reports**

The PNC allows the transfer of a report from one record to another. If the transfer results in the removal of one or more Internal Cross-references on the source record, a report of each cross-reference deletion is produced for all the owners of WM and DD reports on the affected records.

### **3.6 Appeals and Early Removal of Disqualifications**

Particular care should be exercised when obtaining court results to ensure that, where an individual lodges an appeal, either immediately after the court hearing or within the 21-day period allowed (10 days in Scotland), the details are obtained promptly to remove the entry from PNC.

All forces must ensure that procedures are in place to receive timely information relating to the following:

- appeals involving suspension of the disqualification
- unsuccessful or abandoned appeals which alter the Expiry Date
- early removals of disqualifications.

Where the prosecuting force relies on the court to supply the information, discussion with the court clerks may be necessary to ensure that all such appeals and the results are notified promptly and consistently. On receipt of notification that a disqualification has been suspended, removed or quashed any corresponding report on the application must be deleted immediately. If a disqualification has been suspended pending an appeal and the appeal fails, is abandoned or results in a different disqualification sentence, this should be treated as a new disqualification and entered on the PNC. Any period already served, prior to appeal, must be counted and the dates altered accordingly.

### **3.7 Reduction in Disqualification following Drink/Driver Rehabilitation**

Courts have the power to offer a reduction in the period of disqualification imposed following conviction for a drink-drive offence. Offenders are offered a specified reduction provided that they successfully complete a rehabilitation course by a given date. Full details of the offer of any reduction should be included in the original court result.

On completion of the course, a numbered Certificate of Completion is issued by the organisation running the course. The original certificate goes to the court that imposed the disqualification, and they are responsible for notifying DVLA of the reduction in disqualification. A copy of the certificate is also sent to the Police Liaison Officer in whose area the court resides, and should be used to update PNC in order to reduce the risk of false arrest. The procedure is shown in [Appendix 9, section 27](#).

### **3.8 Report Life**

A disqualification report will remain on the application until one of the following events occurs:

- within one week after reaching the Expiry Date the record is deleted automatically by the system. During this time a warning will exist on the report to indicate that it has expired.
- the force owning the record deletes it. Normally this will immediately follow a court hearing which has suspended, removed or quashed the sentence.
- the record is deleted by NPIA acting on information received from the DVLA, e.g. that a driving test has been passed.
- death of a Disqualified Driver.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 14</span>

If a force owning a record is satisfied that the subject of a record is deceased, information regarding this must be added to the record via the Information Marker "UNCONFIRMED DEAD" OR "CONFIRMED DEAD" (whichever is applicable). The record then remains on the application until the expiry date is reached, at which time it is automatically weeded.

### 3.9 Record Deletion

The force responsible for a report must ensure that it is removed from the application if the disqualification no longer applies for any reason other than its normal expiry. If the disqualification is immediately suspended pending an appeal, no addition of a disqualification report should be made until the appeal fails or is abandoned.

If as a result of the use of any delete transaction the record is left with no elements (i.e. no Offence Processing, Wanted/Missing or Disqualified Driver elements) then the entire record, including the nominal detail, is automatically deleted from the system.

If an Offence Processing or WM element is left on a record, and all DD reports are deleted, the nominal information already present on the record will remain except the "FOREIGN LICENCE" marker.

## 4. TRANSACTION INTERPRETATION

There are two methods of carrying out maintenance on a subject's disqualification report on a record:

- by using the #NU transaction
- by using one or more of the five bypass transactions relating to the Disqualified Driver element, which enable a single update per transaction.

The following describes the functionality of the #NU transaction in relation to the Disqualified Driver element and each of the bypass transactions.

### 4.1 The #NU Transaction

When creating a new record and DD report using the #NU transaction, the Force/Station code and as many of the known NASCH factors must be input. These must be followed by a D to indicate that a DD report is to be created. An automatic search of the database is carried out for possible matching records that will result in one of the responses discussed in [Chapter 11, section 6](#).

Having accessed the record, the display in the case of a new record will consist of the format for completion. Where a record already exists the Nominal Screen is seen and DD must be entered in the Page field. Upon reaching the DD page the display will either be of existing reports with several options, which will be discussed below, or the format for completion.

Where a Disqualified Driver report already exists on the record the display will show two per screen. Adjacent to each report there will be seen several options which may be taken. These options relate to the report they are adjoined to. If a new report is required then the adjacent options are passed over until the CREATE field is reached and a Y is entered. To modify an existing report the following options are available:

- **A = Amend** Only the FS/REF and COURT NAME field within the format are capable of being amended when the report has already been confirmed by the DVLA. In other instances all fields can be amended.
- **C = Confirm** This option is used to confirm an expiry date where the DVLA date is in dispute. It may only be used for reports upon which the DVLA have



entered an expiry date. When the police expiry date is entered the period of disqualification is recalculated for confirmation.

- **T = Transfer** This option is used to transfer the report from the record to that of another PNC subject. The input consists of the PNCID and Checkname of the destination record.
- **D = Delete** This option deletes the report to which it is adjacent. Confirmation is required by entering a Y.

Only the options that the operator is entitled to use will be displayed.

## 5. FIELD RULES

Except for Text, all of the fields of a Disqualified Driver report are **mandatory** and are completed as follows:

### 5.1 F/S Reference

Description: The Fce/Stn code of the owner of the report, followed by a local reference concerning the disqualification.

Input: A 19-character input. The first four represent the Fce/Stn code of the force owning the report, followed by an oblique, then a local reference number relating to the disqualification, comprising alpha, numeric, oblique or hyphen characters.

### 5.2 Court

Description: The name of the court where the subject was disqualified.

Input: Up to 20 characters of the name of the court. "MAGS" is an acceptable abbreviation for Magistrates'.

### 5.3 Court Date

Description: The date on which the disqualifying court sat and passed sentence.

Input: Standard eight-character date in the format DDMMYYYY, e.g. 05032002.

### 5.4 Expiry

Description: The date on which the disqualification is due to end.

Input:

- **Absolute** Enter an eight-character date in the format DDMMYYYY. This will be one day less than the appropriate anniversary of the court date, e.g. if a subject is disqualified on 1st January for one year, the expiry date is MIDNIGHT on 31st December that year.
- **Interim** An INTERIM disqualification is entered as the date 66666666.
- **Life** A life disqualification is entered as the date 99999999.

- **DTTP** The input of 77777777 is used to indicate that the disqualification has no absolute date, i.e. a DTTP.
- **Combination** A "COMBINATION" disqualification is created by inputting an absolute date, along with a Y in the next field (TEST REQ).

### 5.5 Test Required

Description: This field is used to indicate that a Department of Transport driving test is required as a condition of the disqualification. It is used in the affirmative in the cases of a DTTP and a combined ABSOLUTE and DTTP.

Input: A single character input of Y to indicate that a test is required.

The automatic default is N to indicate that a test is **not** required and consequently the report is an Absolute, Life or Interim disqualification.

After pressing SEND, the system calculates the period of disqualification and displays it. Once this has been checked the entry is confirmed by pressing SEND once again.

The cursor returns to the Court Date field so that the input can be amended, if the period calculated is incorrect. If this is not the cause of the error the Expiry Date field may be amended, allowing further calculation of the period of disqualification.

### 5.6 Text

Description: This optional field holds details not catered for in other fields. It should be used to record additional relevant information, particularly where the report relates to an Interim Disqualification or reduction of disqualification following a rehabilitation course (see Appendix 9, section 27).

Input: Up to 64 characters of free text, which may include non-alphanumeric characters.

## 6. BY PASS TRANSACTIONS

### 6.1 Inserting a report (#DI)

This transaction produces the appropriate format for completion. It requires the input of a Fce/Stn code, the PNCID/CRO Number and Checkname before the format of the report is produced. The fields have the same requirements as previously described.

### 6.2 Amending a report (#DA)

This allows a nominated report owned by a force to be amended. In addition to the Fce/Stn code, PNCID/CRO Number, and Checkname, the FS/REF of the report to be amended must be included. All fields of a disqualified report may be amended, unless it has already been confirmed by the DVLA, when only FS/Reference and Court can be amended. If the setting of the Test Required marker on a confirmed report is disputed, the force should contact the DVLA in order to resolve the dispute. If date(s) are changed on an unconfirmed report, the period of disqualification is recalculated for confirmation.

### 6.3 Confirmation of disqualification expiry date (#DC)

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 14

Used to confirm an expiry date where the DVLA date is in dispute. The FS/REF is required in addition to the other transaction data (Fce/Stn code, PNCID/CRO Number and Checkname). The transaction may only be used for reports upon which the DVLA have entered an expiry date. When the police expiry date is entered the period of disqualification is recalculated for confirmation.

**6.4 Transferring reports from one record to another (#DT)**

This transaction permits the transfer of a single report from one record (source) to another (destination). On input of the transaction code with a current PNCID/CRO Number, matching Checkname, and FS/Reference, the system presents a screen requesting input of the PNCID and Checkname of the destination record. The system then displays the selected report for confirmation of the transfer. If the transfer is confirmed, the report is deleted from the source record and added to the destination record. If the transferred report is the last report on the source record and the record contains no Offence Processing or Wanted/Missing element, the source Names record is deleted in its entirety. If the transferred report is the last DD report on the source record but the personal details are required because the person has one or more WM reports (and/or possibly an Offence Processing element) the system deletes the FOREIGN LICENCE marker only (if applicable).

**6.5 Deleting a report (#DD)**

This allows a nominated report to be deleted. In addition to the Fce/Stn code, PNCID/CRO Number and Checkname, the FS/REF of the report to be deleted must be included. Provided the deletion can be made, a request for approval of that deletion is displayed. The response Y will lead to deletion of that report.

<p><b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only</p>	<p>Chapter 14</p>
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**NOTES**

## **CHAPTER 15 – FIREARMS CERTIFICATE HOLDERS**

### **1. INTRODUCTION**

This chapter contains all information relevant to the operation of PNC in relation to the National Firearms Licensing Management System (NFLMS).

#### **1.1 New PNC Element**

Introduced in 2007, the Firearms Certificate Holders (FCH) register is a further element of the PNC Names application to supplement the Prosecution, Wanted/Missing and Disqualified Drivers categories which have existed for many years. A person may have one or more of these elements, although the vast majority of persons with FCH content have none of the other three types. The objective of displaying the information on PNC is to provide operational PNC users with current and historic information regarding a subject's firearms certification status.

Report types correspond to the various types of Firearms Certificates which may be issued. The content of each report depends on its type and status.

See Appendix 11 for more details of the types of Firearms Licence reports available, and the relevant data items and validation rules.

### **2. EXCHANGE OF DATA**

#### **2.1 Interface with NFLMS**

An interface has been developed to link local force Firearms systems to the National Firearms Licensing Management System. This enables forces to receive data into the NFLMS and automatically generate updates to the equivalent PNC Names record (or to create a new PNC Names record if necessary).

#### **2.2 Creation of data**

The following types of update are catered for:

- Creation of new person record with FCH report
- Addition of FCH report to existing person
- Amendment of FCH report details
- Amendment of person details
- Amendment of FCH report status
- Notification of death of certificate holder
- Transfer of FCH report to another person
- Editing a Company Address
- Extension of the weed date of a report due to be weeded

No facilities to add or update FCH data are provided in the on-line PNC Names application or through the Phoenix Force Interface (PFI).

### **2.3 PNC Enquiries**

The following PNC enquiries from the local Firearms system are also available:

- NASCH enquiry
- PNCID enquiry
- Police Print Request

### **2.4 National policy regarding report maintenance**

Records are created and may be amended only through local force interfaces to the NFLMS.

## **3. CHANGES TO EXISTING NAMES UPDATE FACILITIES**

Although changes have been implemented to existing facilities to allow for the processing of FCH reports, the majority of these follow the same principles as are used in the current processing of data associated with Arrest/Summons, WM and DD reports and will be invisible to the user. However, the following changes should be noted:

### **3.1 NASC updates**

Update of Filename, Date of Birth, Sex and Colour in a record with any A/S or FCH reports will not be allowed (except by NPIA Reconciliations). This extends the current rule whereby update of these fields is restricted to NPIA Reconciliations when the record has any A/S reports. It ensures that if the Name and Date of Birth associated with the FCH report are the same as the record's Filename and Date of Birth, the FCH data doesn't get changed except by a specific update to the FCH report itself (or in exceptional circumstances by NPIA Reconciliations).

- Update of any Alias Name is not permitted if the name is associated with an FCH report, except by a specific update to the FCH report itself.
- Update of any Alias Date of Birth is not permitted if the date is associated with an FCH report, except by a specific update to the FCH report itself.
- Home address updates are not permitted if the address is associated with an FCH report. The address can only be modified through a specific FCH report update.

## **4. SEARCH FACILITIES**

### **4.1 On-line Search Transactions**

Persons with FCH reports can be retrieved in response to the standard #NE (NASCH) search transaction. They can also be retrieved via #NH, #NQ and #NU.

Persons with only FCH reports but none of the other qualifying elements will not be retrieved by the enquiry transactions #NO, #NX, #NY or #NZ.

## 5. ON-LINE DISPLAY

FCH reports are included in record displays in the following transactions:

- #NE, #NH, #NQ
- #NO (as long as a WM and/or DD report is present)
- #NU
- all the standard names update bypass transactions which give a #NE type display when the update has been completed.

If a record contains an FCH report this is indicated on the summary response screen by the value F in the TYPE column (i.e. in addition to the W, D and N values already used).

Within the full record display, the presence of FCH reports is indicated on the Status Line and on Menu Screens with the letters FC, followed by a number indicating the number of reports present. The default position of the FCH report section within the record display is between DD and AS. Reports are displayed in abbreviated format on a summary screen (with up to 3 reports per page). The user will then be able to display the report in full by marking it with an X on the summary screen. The full report is output over one or more screens, depending on the amount of data to be displayed.

The display order of FCH reports on the summary screen will be by expiry date. Reports whose expiry date is furthest in the future are displayed first. This should ensure that the most relevant reports are displayed first – broadly speaking any revoked or refused certificates coming out first, followed by current certificates, followed by expired certificates. Where two certificates have the same expiry date, they will be ordered by certificate type.

The owning force/station code of the report is always displayed with the label OWNER. Where report ownership has been transferred from one force to another, so that the current owner no longer matches the force which originally added the report, the originating force code is displayed with the label ORIG.

On the Firearms Certificates reports summary screen, the following data is displayed for each report:

- Certificate Type
- Certificate Status
- Certificate Number
- Certificate Expiry Date

The full report screen contains the following additional details:

- Owning Force/Station
- Originating Force
- Certificate Start Date
- PNC Weed Date
- Certificate Name
- Certificate Date of Birth
- Certificate Alias Name
- Company Name(s)
- Club Name
- Home/Business/Dealer/Company/Club Addresses and Telephone Numbers

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 15</span>

The data displayed depends on the type and status of the certificate - see Data Definitions for more details.

## 6. ON-LINE PRINTS

An FCH report section is available on the Police Print. Full details of all reports are displayed.

## 7. DAF AND RELATED FUNCTIONS

### 7.1 Standard DAF Reports

These are produced for all FCH report creations and updates carried out through the FCH interface. Some reports are optional, and are controlled by #QV. Others, such as those sent to the owners of Interest Markers, WM reports, Impending Prosecutions, Internal Cross-References and the Home Force, are mandatory. (See #QV screen in Appendix 6 or Phoenix Functional Spec Appendixes B.1 and B.3 for more details.)

A single option on the #QV screen will control output of the optional DAF reports for all types of FCH update. #NV has been amended to allow on-screen verification of these updates.

### 7.2 Mandatory DAF Reports

Certain non-FCH updates to a person record (both on-line and through the PFI) generate a mandatory DAF report sent to the FCH report owner (except for certain categories of report, see below). These updates are:

- addition (or transfer to/from) of an Arrest/Summons report
- addition/amendment/deletion of offences in an existing Arrest/Summons report \*
- adding the result of a court case (including Cautions, Reprimands, Warnings and other disposal types)
- adding a subsequent appearance to a court case
- amending or deleting a court result (or other disposal type)
- addition (or transfer to/from) of a WM report
- addition (or transfer to/from) of a DD report
- makeover

Addition/update of any of the following details:

- latest home address
- filename or alias name
- date of birth or alias date of birth
- sex, colour, height
- place of birth
- nationality
- occupation

All these reports (except \*) will be duplicates of the normal DAF prints which are already sent to originator of the update and other interested parties, sorted in a separate section for the appropriate FCH report owner. The exception will be a new DAF print in the same section giving brief details of all offences updated.

No DAF report is needed here if all a person's FCH reports fall into the following categories:



- Certificate Revoked
- Certificate Refused

## 8. WEEDING

### 8.1 FCH Report Weeding

A new batch job, NPFCHW, is designed to be run monthly to weed FCH reports.

Reports are weeded on an individual basis. Any report whose Weed Date has passed must be weeded, regardless of whether or not the person has any other reports which are not yet due to be weeded.

An FCH report's Weed Date is automatically generated when it is added to PNC. It is updated as necessary whenever the report is updated or a renewal is added.

Weed Date will be set as follows, depending on Certificate Status:

Certificate Status		Weed Date
A	Initial Application Received	5 years after the report is added to PNC
W	Renewal Application Received	5 years after the report is added to PNC
C	Current (or Expired)	5 years after Certificate Expiry Date
R	Application Refused	Person's 100 <sup>th</sup> birthday <sup>1</sup>
U	Expired Potential Unlawful Possession	Person's 100 <sup>th</sup> birthday <sup>1</sup>
V	Revoked	Person's 100 <sup>th</sup> birthday <sup>1</sup>
X	Cancelled	5 years after Certificate Expiry Date <sup>2</sup>
Z	Application Withdrawn	5 years after the report is added to PNC

<sup>1</sup>If the subject's Date of birth is not present (e.g. for Company Certificates), Weed Date will be set 100 years after the Expiry Date (or the date on which the Certificate was revoked or the Application Refused, as appropriate).

<sup>2</sup>When a Certificate is Cancelled, Weed Date will continue to be 5 years after the certificate would have expired. However, if the Reason for Cancellation is Death, a Confirmed Dead Information Marker will be added to the record. This will cause the whole subject record to be weeded by the Record Weeding job (see 8.2), regardless of the Weed Dates of individual FCH reports.

#### Notes:

1. Change of Certificate Status to U allows any expired certificate to be retained until the subject's 100<sup>th</sup> birthday.
2. Standard renewal of a certificate will cause the existing certificate simply to be updated, hence no weeding of the old certificate is involved.
3. Granting of a Visitor's certificate will involve deletion of any previous expired certificate of the same type, hence again no weeding is involved.
4. When any FCH report is due to be weeded, a printed report will be sent to the owning force one month beforehand (see Appendix 11). No prints will be produced

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 15

when an FCH report is actually weeded. Extension of the weed date of a report due to be weeded is possible through the interface link.

5. If the deleted report is the last FCH report on the record and the record contains no Wanted/Missing reports, no Disqualified Drivers reports and has no Criminal Record element, then the person's record is deleted from the database.

**8.2 Record weeding**

Weeding rules in the current batch job have been updated to allow for records with FCH reports. The basic logic is the same as that for records with DD or WM reports, namely that the record will weed when the subject reaches 100 years of age, but if any FCH reports exist the whole record will be retained.

**8.3 Other Weeding Tasks (WM, DD, Acquittals)**

These have been updated to retain a person with FCH content who might otherwise have been deleted on weeding the last DD, WM or Arrest/Summons report.

**9. BATCH PRINT FACILITIES**

New Audit and Monitor Print facilities have been produced, batch job NPFCHR, which is run at the request of forces. The Monitor print allows users to request a print of all FCH reports selected by the following criteria:

- Owing force, force/division or force/station code
- Certificate Type

The Audit print allows a print of a sample of selected reports for audit purposes.

**10. QUEST**

FCH-only records will not be retrieved in response to #QE and #QH searches (QUEST). The only way in which FCH data may be accessed via QUEST is if a search matches a record that contains both the FCH and the offence processing, Disqualified Drivers or Wanted/Missing elements, and that record is selected and viewed.

**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 15

**NOTES**

## **CHAPTER 16 – DRIVERS APPLICATION**

### **1. INTRODUCTION**

The Drivers application allows access to Driving Licence data downloaded from the Driver and Vehicle Licensing Agency (DVLA) database. It provides the ability to search on a number of parameters ranging from name and date of birth information, to include postcode parameters and the ability to restrict searching to those subjects who are currently disqualified from driving.

The facility does not replace direct access to information held by DVLA, either via DVLA Liaison Officers or via the form DQ1. The type of information that may be accessed and the uses to which it may be put are determined by the appropriate legislation, The Motor Vehicles (Access to Driver Licensing Records) Regulations 2001 (see <http://www.opsi.gov.uk/si/si2001/20013343.htm>).

**N.B. Users are encouraged to contact DVLA, either via DVLA Liaison Officers, or via the DQ1 procedure, in all cases where there is any doubt as to the information retrieved via the Drivers application or in the case of dispute over commencement/expiry dates or entitlements.**

This particularly applies when a driver has made an application to DVLA to continue driving during a medical enquiry, under s.88 Road Traffic Act 1988. Provided certain criteria are met the driver is legally covered to drive, even though their driver record will still show as Expired on PNC, as applications under consideration are not shown (see PNC L/O Letter 2010/054 for further details).

Note that DVLA also provides a service to verify the validity of a foreign (non-GB) driving licence presented to a police officer as proof of entitlement to drive in the UK. See PNC L/O Letter 2010/021 for further details.

The main transaction code for conducting Drivers Licence searches is #DL. Note that a limited number of operators have access to the combined PNC Names and Drivers Licence search via the #DN transaction, which is fully described in [Chapter 11, section 30](#).

### **2. SEARCH PARAMETERS (#DL)**

The ability to retrieve records is dependent on the information input. The search will fail to return records if insufficient search parameters are specified, with a maximum return number set at 50. It is suggested that, when searching, the name, date of birth and sex fields are input as a minimum with postcode information being added should more common details be input.

The following search parameters may be input:

- **Driver Name**

This field allows the input of the subject's surname together with any forenames or initials as recorded at DVLA. DVLA data relies on the first five characters of the surname together with the initials of the first two forenames. Therefore, unless the field Extended Search is used (see below) the search function will relate to the characters used by DVLA. Normal PNC names searching rules in relation to the format of names input apply.

**N.B. The following additional rules apply:**

All surnames beginning with MAC should be entered MC, e.g. MACKENZIE becomes MCKENZIE, MACHIN becomes MCHIN when DVLA create the Driver Number  
 Apostrophes should be omitted, e.g. O'HARE becomes OHARE  
 Spaces should be omitted, e.g. LA RUE becomes LARUE  
 Hyphens should be omitted, e.g. LA-RUE becomes LARUE

- **Date of Birth**

This allows for the input of the subject's day, month and year of birth. A standard eight character date in the format DDMMYYYY e.g. 28041966.  
 If a full date is unknown hyphens or spaces may be included, e.g. --041966 or ----1966. If the month is not entered the day may not be entered. If the year is not entered, none of the date may be entered.

- **Extended Search**

By default only the first five characters of the surname are used in the search for the driver. Initials are searched in the order entered and where only one initial is entered this will be matched against the first forename only.

Entering **Y** in this field will cause all surname characters to be included in the search. Initials will be searched in either order and if only one initial is entered it will search against both the first and second forename of the subject.

**N.B. This search cannot be performed for surnames with MAC, apostrophes, hyphens or spaces, as they require modified input for a default search.**

- **Sex**

This field is used to input the subject's sex with only **M** for male or **F** for female being permitted.

**Postcode**

A postcode may be entered to restrict responses to a geographic area using the most recent addresses known to DVLA. Either a full or partial postcode may be input in the PNC vehicles postcode format, e.g. full postcode H4 6JK would be entered as H 046JK or partial postcode H4 6 as H 046.

**N.B. This search cannot be performed for surnames with MAC, apostrophes, hyphens or spaces, as they require modified input for a default search involving input of a full surname.**

- **Match Postcodes Exactly**

By default whatever postcode value is entered, only those postcodes that contain **ALL** the entered characters in the same position will be returned e.g. a record containing NW19 5LN will match with a search postcode NW19 but a record containing NW19 will not match with a search postcode NW16 5LN.  
 By entering **N** in this field all records that contain only part of the postcode will be matched provided that the characters present all appear in the same position as the search postcode e.g.: A record containing NW19 will match against search postcode NW19 5LN.

- **Limit Search to Disqualified Drivers**

This field is used in conjunction with descriptive fields to limit responses to drivers currently disqualified.

- **Driver Number**

Used to access a single record via the unique (if complete) driver number. This field cannot be used in conjunction with any other search field. The last two characters of the driver number (check characters) are optional.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 16</span>

However, it is strongly recommended that, where the full driver number is known, check digits are included in the search.

### 3. RESPONSES

A valid enquiry will produce one of the following responses:

#### 3.1 No Trace on Parameters Entered

Where there is no record found which matches the search parameters entered.

#### 3.2 Insufficient Search Parameters Specified

Where the search parameters entered resulted in more than 50 records being found.

#### 3.3 Incorrect Driver Number

Where a search is carried out using the Driver Number search field and the check digits are included, the digits entered are checked for validity. If this verification reveals that the check digits entered are invalid in relation to the other elements of the driver number entered, the legend **The Check Digits in the Driver Number are Incorrect** will be returned.

Where the verification reveals that the check digits are correct in relation to the other elements of the driver number entered and no record matching the input is found, the legend **No Trace on Parameters Entered** will be returned.

#### 3.4 One Record Matched

Where the search parameters entered locate only one possible matching record this record will be viewed at the nominal information screen (**NS**).

#### 3.5 Multiple Matches

In the case of multiple responses up to four screens of one-line summaries of possible matching records (up to the maximum of 50) are displayed. Each record is numbered.

#### 3.6 Matches on Previous and Cross Referenced Driver Numbers/Names

Whenever the details that constitute the Driver Number (surname, initials, sex, date of birth) are changed, a new Driver Number is issued and the previous details are linked to it. If an enquiry matches on details in the PREVIOUS DRIVER NUMBERS/CROSS REFERENCE (XR) page, that record will be returned by the search with an asterisk alongside the name to indicate an historic match. Historic information is held for driver name and driver number, but not for sex or date of birth.

### 4. INFORMATION AVAILABLE ON SUMMARY SCREEN

For each record the following information may be present on the summary screen:-

- Name
- Date of Birth
- Sex
- Birthplace
- Postcode
- Disqualified Driver Indicator

Any number of possible matching records may be viewed by marking the appropriate one(s) with an **X** in the left-hand field adjacent to the record(s) with **D** entered in the page field. Alternatively **D+** may be entered to display all records in the summary. If the summary contains more than one page, a specific page may be displayed by entering that number in the PAGE field.

On return to the summary screen any record viewed will be highlighted to the operator.

#### 4.1 Paging

Once a record has been retrieved to view, either directly from a single matching response or selected from a summary screen, there is an automatic Page default sequence which will page through the entire record.

In addition to this automatic sequence, **ME** may be entered in the page field which displays a menu for the record showing all possible elements for the record and allowing those elements where further information is available to be selected by means of the input **X**.

If the record viewed is one of several selected for viewing from a summary list the following inputs to the page field are permitted:

- |          |  |
|----------|--|
| <b>S</b> | Return to the summary screen                     |
| <b>N</b> | Move to the next record selected for viewing     |
| <b>P</b> | Move to the previous record selected for viewing |

In addition to the above paging requests, **+** and **-** may be used where the individual element being viewed within a record contain multiple pages e.g. where the record contains details of three endorsements.

#### 4.2 Printing

In addition to the automatic sequence of paging within a record, a print menu page may be selected by inserting **PR** at the page field.

The Drivers Application allows either a selection of information to be printed with all information printed where all are selected. By default the print must include the first print element – Nominal Details, Licence Information and Previous Driver Numbers/Cross Reference Details.

In addition the following print elements may be selected:

- Entitlement – Substantive (full)/Provisional, Test Passes and Stops/Markers
- Document trail Details
- Endorsement and driving Offence Summary

Where a print is requested a further, free text, field must be completed to identify the person to whom the printed information is to be sent or given.

#### 4.3 Nominal Screen – NS

The nominal screen contains details of the nominal details of the subject together with details of the current driving licence held.

##### 4.3.1 Record Type

This field displays status of the driving licence currently held by the subject.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 16</span>

**4.3.2 Disqualified Until**

This highlighted field, if it appears, indicates that the subject is currently disqualified and will, where applicable, give details of the date such a disqualification is valid until. This date is recalculated where necessary to take into account changes, i.e. reductions on appeal or where the Rehabilitation Scheme is invoked.

**4.3.3 Address**

Gives details of the last address known to DVLA.

**4.3.4 Birthplace**

Details the place of birth of the subject. Historically, in the case of a subject born in the United Kingdom, a town or city was recorded. In recent years this has been amended to show the country of birth as specified by the subject, i.e. England, Scotland, United Kingdom, Germany, etc..

**4.3.5 Licence Type**

Used only in conjunction with a vocational licence and indicates where the subject holds a Passenger Carrying Vehicle licence (**PCV**) and/or a Large Goods Vehicle licence (**LGV**).

**4.3.6 Licence Issue Number**

This details the issue number of the last driving licence issued to the subject.

**4.3.7 Counterpart Issue Number**

Indicates the issue number of letter of the counterpart document issued with a photo style driving licence.

**4.3.8 Commencement Date**

Shows the date the current driving licence issued plus one day.

**4.3.9 Expiry Date**

This shows the date on which the current driving licence will expire. (N.B.: certain categories of entitlement, notably concerned with Passenger Carrying Vehicle (PCV) and Large Goods Vehicle (LGV) licences may have different expiry dates from that of the standard driving licence.)

**4.3.10 Record last updated**

This shows the time and date when the record was last updated on PNC.

In addition to the above fields, the Nominal Screen may also show other information relating to the record, i.e. NOT FULL CAR LICENCE, PCV LICENCE – AUTOMATIC ONLY, NOT FULL LGV LICENCE.

For full details of these limited entitlements, reference must be made to the Current Full Entitlement (FE) or Current Provisional Entitlement (PE) pages (see below).

**4.4 Cross Reference Details – XR**

Gives details of all cross references held on this record where the subject has held previous driving licences in different names. The information shows:

- Driver Number – indicates the previous driver number held,
- Name – indicates the previous name of the subject
- Valid until – shows the date until which the previous information was valid



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 16</span>

In addition to the current details of a driver, the #DL transaction will also search on these previous driver number(s) and name(s) in order to retrieve the latest record.

#### **4.5 Current Full Entitlements – FE**

This page(s) show details of the vehicle categories where the subject holds a driving licence permitting full entitlement. The information shown includes:

- Cat – The letter or letter/number combination signifying the category
- From – The date from which the entitlement, for this driving licence, commenced
- Until – The date to which this entitlement remains current
- Categories/Restrictions – gives an explanation of the category and includes any restrictions held against this entitlement for this subject's driving licence.

In addition to the above information, certain General Restrictions may be indicated at the foot of the page if these are present for this subject. These General Restrictions also appear on the Current Provisional Entitlements and Unclaimed Test Pass Details pages.

#### **4.6 Current Provisional Entitlements – PE**

Uses the same information format as the Current Full Entitlements page but refers to those categories where the subject holds only provisional entitlement.

#### **4.7 Unclaimed Test Pass Details – UT**

This page gives details of all driving tests passed by the subject and notified to the DVLA by the Driving Standards Authority, where the subject has, so far, failed to claim these categories as full entitlements. The page gives details of:

- Cat – The letter or letter/number combination signifying the category,
- HARM – indicates if the categories signified have been harmonised with the category listing of the European Union.
- Test date – The date on which the test was passed,
- Categories/restrictions – Gives an explanation of the category and includes any restrictions attached to this entitlement.

#### **4.8 Stops/Markers - SM**

Gives details of any stops and markers noted on the record. DVLA record a significant number of different stops and markers with only a small number being downloaded to PNC. Particularly any stop or marker relating to medical information will not be available.

#### **4.9 Document Trail – DT**

This gives the details of, up to, 20 significant events relating to documents received for the holding of a subject's driving licence. The page gives details of:

- Document Number – A microfiche number allowing a document to be retrieved from the DVLA archive in the format Y YDDD NNN NNNN. The YY indicates the year of the event (e.g. 98 = 1998), DDD indicates the day of the year by reference to the Julian Calendar (e.g. 308 = 9<sup>th</sup> November) and NNN NNNN relates to the archive location.
- Date
- Document Trail details.

Where documents are weeded by DVLA or were not transferred to microfiche, details will not appear within the Document Trail.

#### 4.10 Summary of Driving Offences – ES

This page gives a summary of driving offences recorded against this subject. It includes the number of offences for each category listed:

Disqualified Driving – Offences relating to Driving whilst Disqualified  
 Drink/Drug Driving – Offences relating to Drink and/or Drug Driving  
 Other – All other Driving offences not covered above.

In addition this page records the current number of points for this driving licence.

N.B.: Penalty points are valid for either 3 or 10 years, dependent upon the related offence, with endorsements being retained before weeding for viewing for 4 and 11 years respectively. Therefore, users should be aware that endorsements may be shown which contain penalty points which are not current if the endorsement is within the one year or weeding.

#### 4.11 Endorsement Details – ED

Each page within this section will show details of one endorsement. The details available are:

##### 4.11.1 Conviction Court

This is the court where the subject was convicted of this offence. The four-digit court code is shown. Details of the court may be ascertained by using the **Court** field (see below) or via a #QC (Court Enquiry) transaction.

##### 4.11.2 Conviction Date

This is the date on which the finding of guilt took place. (In the case of an offence dealt with by means of a fixed penalty ticket, this date will be the date the fixed penalty was substantiated.)

##### 4.11.3 Offence Code

This is the DVLA four digit coding for the offence. By inserting **X** in the single character field adjacent to this field, a further screen will be generated showing literal details of the court. If requested, this additional screen may be dismissed by pressing SEND.

##### 4.11.4 Offence Date

The date on which the offence was committed.

##### 4.11.5 Fine

The amount of fine, in Pounds, imposed for this offence.

##### 4.11.6 Points

These are the penalty points imposed for this offence.

##### 4.11.7 Disq Period

The period of disqualification imposed for this offence.

##### 4.11.8 Other Sentence

Any other sentence, in addition to Fine, Points and Disqualification, imposed for this offence.

## 4.11.9 Suspended Sentence

Details any suspension of sentence as may be applicable to this offence.

## 4.11.10 Date Disq Removed

Date on which a court ordered the removal of a previously imposed disqualification. This normally occurs as a result of an appeal.

## 4.11.11 DTTP/DPS

Details any information in relation to any of the following:-

- a) Disqualified until Test Passed (DTTP)
- b) Disqualified until Extended Test Passed (DTETP)
- c) Entitlement Revoked until Test Passed (RTTP) – Road Traffic (New Drivers) Act 1995

The field will also indicate if the subject has been given an Interim Disqualification Pending Sentence (DPS)

## 4.11.12 Sentencing Court

This is the court where the final sentence was imposed. It may or may not be the same as the Conviction Court. The four-digit Court Code is displayed. Details of the court may be ascertained by using the **Court** field (see below) or via a #QC (Court Enquiry) transaction.

## 4.11.13 Sentence Date

The date where the final sentence was imposed.

## 4.11.14 Disq Pending Appeal

This is the date on which a court order the suspension of a disqualification pending an appeal hearing.

## 4.11.15 Appeal Date

This is the date of the appeal hearing.

## 4.11.16 Disq Reimposed

The date on which a court ordered the re-imposition of a previously removed or suspended disqualification.

## 4.11.17 Appeal Court

This shows the four-digit court for the court where the appeal was heard. Details of the court may be ascertained by using the **Court** field (see below) or via a #QC (Court Enquiry) transaction.

## 4.11.18 Rehab Reduction

This indicates if the disqualification has been amended under the Rehabilitation Scheme.



<b>The PNC Manual, version 12.01</b>
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For Use By Authorised Staff Only
----------------------------------

Chapter 16
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**6. DRIVERS TABLE ENQUIRY**

The transaction code #DQ may be used to enquire on the meaning of the codes used in the various categories of the Drivers Table. The appropriate letter is entered to select a specific table type. Optionally a code may be entered to display values starting at that point in the table. The code may be followed by '\*' in order to display codes with that prefix, e.g. in the Offence Table entering AC\* will list details of all offences relating to Accidents.

**6.1 Drivers Table Categories**

The following table types are available:

A	Sentence Codes	
B	DTTP Codes	
C	Record Type	
D	Title Code	
E	Pre Pol	(Licences Pre 01Jan97)
F	Pol Category Restriction Codes	(Licences Post 01Jan97)
H	Document Trail Information	
I	Entitlement Codes	(Pre Harmonisation)
J	Entitlement Codes	(Post Harmonisation)
K	Third Country Codes	
L	Offences	
M	Stops/Markers	
N	Table Type Descriptions	(For Drivers Table)

**6.2 Paging**

Summary pages may be scrolled in a number of ways. Entering a particular page number will display that page, '+' or 'N' will display the next page, '-' or 'P' will display the previous page. Entering 'S' will return to the main menu.

The Literal field, the description of a code, is limited to the first 64 characters so there will be occasions when the full literal is required. This may be done by marking the entry with 'X' and entering 'D' in the Page field. Alternatively 'D+' may be entered in the Page field, in which case each record on the summary screen will be displayed in turn.

<p><b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only</p>	<p>Chapter 16</p>
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**NOTES**

## CHAPTER 17 - QUEST

### 1. INTRODUCTION

QUEST provides the ability to search the whole of the PNC Names database with a view to generating a list of possible suspects for a crime or event, using search factors other than the traditional name or searchable number fields. The facility provides the means to identify persons using a combination of descriptive features, location, precursor offences and keyworded MOs. It also allows searching of other names when a surname is unknown. The quality of the database becomes additionally important for the success of the facility.

Consideration must be given to the history of record keeping over the years on the PNC Names file. For example, records created during the 1980s contained minimal information with support documentation held by NIS, on microfiche; records created post 1991 contained more information but still with support documentation at NIS; records created since the introduction of the PHOENIX project in 1995 will have all the available information recorded.

To use this facility requires an extensive knowledge of the PNC Names file for the collection of data and experience of analytical techniques.

#### 1.1 QUEST Transactions

There are two levels of access to QUEST, dependent on the type of search being conducted and the anticipated number of results available.

##### #QE – QUEST Enquiry

- provides a search capable of retrieving up to 50 records from the database, which may be viewed on the screen
- displays "TOO MANY RESPONSES. TRY HIGH VOLUME SEARCH (#QH)" when the number of matching records exceeds 50, and "> 50 HITS" at the bottom of the screen

##### #QH – QUEST High Volume Enquiry

- provides a search capable of retrieving up to 999 records from the database, which may be viewed on the screen
- displays "TOO MANY RESPONSES. MORE SEARCH CRITERIA MAY BE REQUIRED" when the number of matching records exceeds 999. The exact number of hits will be shown at the bottom of the screen if between 1 and 2000, otherwise "> 2000 HITS" will be shown.

Both transactions provide the same four input search screens, which are summarised below:

- Screen One - personal descriptive data (see [Section 2.1](#))
- Screen Two - location information recorded by Post Codes (see [Section 2.2](#))
- Screen Three - marks and scars; ACPO offence codes; MO keywords (see [Section 2.3](#))
- Screen Four - data owners by Force Station codes (see [Section 2.4](#))

Any data from any single screen or a combination of screens may be used.

**Each search screen contains an "Option" field. This functionality will be explained after all screen functions and facilities have been described (see Section 2.5).**

## 2. QUEST INPUT SCREENS FOR SEARCHING

### 2.1 Screen 1 - Descriptive Features

#### 2.1.1 Name

This field allows for the input of a name. This can be a surname, surname and forename(s), forename(s) only or nickname. Permissible characters are the same as for #NE.

Note that it is recommended to avoid the use of initials in the Names field of a QUEST search, due to the way it generates Soundex codes for all names. This will produce different results to #NE, which uses Names Matching (including all NASCH factors) to find the relevant records.

Within QUEST, when searching for the name JOHN, you will return JOHN as a forename or a surname. However, you will not return derivatives of John such as SEAN, which would be returned with #NE. Searching for SMITH/J in QUEST will only return names where the initial J is present, so (unlike #NE) this will not match with SMITH/JOHN in the majority of cases.

Part name cannot be searched on or truncated. For example a search on DES will not retrieve DESMOND, but could retrieve other names with the same mathematical rating (see [Chapter 19](#)).

The name facility will also carry out searches of names on a record where the two names do not appear together, e.g.

Filename:	SMITH/PETER
Alias:	JONES/ANDREW
Search:	JONES/PETER

A #NE on JONES/PETER would not return the above named. A QUEST search will return PETER SMITH as both PETER and JONES appear within the record. When searching a single name, e.g. JOHNSON, an oblique must be entered at the end of the name. If two names are searched the oblique must be placed between the two names, e.g. MICHAEL/JAMES. If a search is required where a name has a space in it, e.g. DE HAVILLAND, the space must be entered with the oblique at the end of the name.

If two names are entered they must both be associated with the record for it to be retrieved. A response summary screen will show the possible matches. For example a search on ANDREW may produce responses similar to:

1. JONES/**ANDREW**/DAVID
2. SMITH/JOHN/**ANDREW**
3. **ANDREWS**/SIMON
4. HARVEY/GRAHAM/PETER

(this record, when viewed, could show ANDREW as a 3rd or subsequent forename - #NE only searches on first two forenames, whereas QUEST searches the name in full - or part of an Alias name or Nickname).

#### 2.1.2 Age

Age searching on the database has been split into age ranges. There are 19 ranges, which are accessed through the help screen. You have the ability to search up to three consecutive ranges at once. These age ranges change annually on a five year

<b>The PNC Manual, version 12.01</b>
<b>For Use By Authorised Staff Only</b> <span style="float: right;"><b>Chapter 17</b></span>

rolling basis. For example, a search on range 22:26 years, 27:31 and 32:36 will match with any subject in the age range 22 to 36 years (age ranges as 2011). The system will only allow consecutive age bands to be selected.

If a subject has no date of birth recorded on their PNC names record, this will also be retrieved as a possible match on an Age search.

If a single age is entered the computer will automatically search the whole range of ages that fall within that group, e.g. entry of 30 will return those recorded in the band 28:32 (age ranges as 2002).

### 2.1.3 Sex

When searching with sex as a criterion the letters M, F, or U should be used.

M returns      M U Blanks      (Blanks being records where no sex is recorded)  
 F returns      F U Blanks  
 U returns      U Blanks      (This is a very specific search for those whose sexuality is indeterminate, e.g. who have undergone a gender re-assignment)

If the sex is not known leave the field blank, do not use U (Unknown).

### 2.1.4 Colour

When searching colour as a criterion the letters W, N, or U should be used.

W returns      W U Blanks (Blanks being records where no colour is recorded)  
 N returns      N U Blanks  
 U returns      U Blanks

### 2.1.5 Ethnic Appearance

There are currently seven ethnic appearance codes recorded on PNC.

White – North European	1
White – South European	2
Black	3
Asian	4
Chinese, Japanese or South East Asian	5
Middle Eastern	6
Unknown	0

When searching on categories 1-6, the system will also return those stored as 0. (All old records that had no ethnic appearance were converted to 0).

### 2.1.6 Height

Height can be entered either in metric or imperial. Heights are grouped into ranges, in a similar concept to ages (see [Section 2.1.2](#)). The system allows the user to select, via the help screen, up to three consecutive ranges to make one contiguous selection. Alternatively the user can type one or two heights onto page 1 and the system will put them into a range. If typing the height on page 1 it should be entered in the format

F510 (i.e. 5 feet 10 inches)  
 M177 (i.e. 1 metre 77 centimetres)

Note that records with no height recorded will also be returned.



<b>The PNC Manual, version 12.01</b>
--------------------------------------

<b>For Use By Authorised Staff Only</b>
---

<b>Chapter 17</b>
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**N.B. For all fields described in Sections 2.1.7 to 2.1.20, blank values will not be returned.**

#### 2.1.7 Eye Colour

Two fields are provided for this search. If one colour is specified QUEST will match records where that colour is recorded in either eye. If two colours are specified QUEST will match records where either colour appears in either eye.

In order to search for persons with two different coloured eyes, MIXED must be input. It is not possible for QUEST to narrow this down to particular colour combinations. If MIXED is used with another eye colour, say brown, then all records with brown eyes **and** all records with two eye colours will be returned.

#### 2.1.8 Handedness

Search criteria for this field can be R (right handed), L (left handed) or A (ambidextrous). Such inputs will search as follows:

L returns	L & A
R returns	R & A
A returns	A only

#### 2.1.9 Build

There are 10 types of build recorded in a table on PNC, which have been banded into three sections for QUEST searching. You may only search one band at a time.

Stocky	returns	Broad, Fat, Heavy and Stocky
Medium	returns	Proportionate and Medium
Thin	returns	Slight, Slim, Small and Thin

#### 2.1.10 Accent

Accents are recorded in a table. A single accent may be searched by inputting the appropriate code, either directly or by using the HELP facility. Only one accent can be input per search.

#### 2.1.11 Shoe size

Shoe size can be searched on British or European sizes only. Examples of input are:

B8	(British size 8)
E44	(European size 44)

#### 2.1.12 Nationality

Up to three nationalities can be stored on a names record, but only one can be searched for at a time within QUEST. This field is used to input the country in which the subject holds legal citizenship. It can be entered as a 3-digit code or literal text, which can also be accessed through the help screen from the system table.

#### 2.1.13 Glasses worn

This field is used to indicate whether the subject normally wears glasses or contact lenses. If the target is known to use both contact lenses and glasses, two separate QUEST searches should be carried out.

C	Contact Lenses
G	Glasses

These choices can also be accessed through the help screen.

#### 2.1.14 Occupation

Occupations are listed in Category and Sub Category format within the Data Definitions. This field is used to search for any occupation, from those tables, which may be recorded for a person. The input field should record the occupation sought. The search will be made on the whole category in which the occupation requested is contained. A search on CHAMBERMAID will cause the whole of the category ACCOMMODATION (where Chambermaid is listed as a sub category) to be searched. Hence responses can be produced for persons who have other occupations listed within the ACCOMMODATION category.

Care is advised in reviewing all the categories, because some occupations are included in more than one, e.g. Caterers who work in the aircraft industry will be listed under the category "Airport Staff", whilst others may be listed under the more general "Catering" category.

Only one occupation may be searched.

#### 2.1.15 Hair Type

This field is used to describe the hair type, e.g. receding, shoulder length etc. One selection may be made from the available table.

#### 2.1.16 Facial Hair Type

A nominal record can have more than one facial hair type recorded from those available, Beard, Moustache, Sideburns or Clean Shaven. The search inputs are as follows:

B	Beard
M	Moustache
S	Sideburns
C	Clean shaven

QUEST will only search for one at a time, therefore when searching Facial Hair you may need to consider several searches. For example a full beard may have been entered as Beard, Moustache and Long Sideburns.

#### 2.1.17 Hair Colour

This field is used to search for the natural hair colour recorded for a subject. Up to 12 selections from the 13 available colours permitted may be made. If a search is made on several colours, only one of the colours needs to be present on a subject's record for it to be retrieved.

#### 2.1.18 D/G (Dyed or Greying)

This field is used to indicate if the subject's hair is dyed or greying compared against the previous field. If Dyed is chosen the artificial colour must be entered in the next Hair Colour field. There is no requirement to state the original colour if the hair is dyed. If Greying is used, no colour can be entered in the dyed colour box.

#### 2.1.19 Dyed colour

This field is used to describe the colour that hair has been dyed to - the artificial colour of the subject's hair. There are further colours included in the dyed section in addition to the natural hair colours.

### 2.1.20 Features

This field is used to describe the features of the subject's hair, e.g. ponytail, shaven etc., and can be chosen from the available table. Only one feature can be entered.

N.B. New additions to all search fields continue to be made to the Data Definitions. It is essential to keep up to date with these additions when making considerations for searches.

## 2.2 Screen 2 - Post Code Searches

On the second search screen, QUEST allows for five categories of addresses to be searched by postcode, each treated as separate field. Postcodes for any of the categories can be entered by area, e.g. LS for Leeds or M for Manchester; by district, e.g. LS10 or M41; or by street/part street, e.g. LS10 4ZZ.

N.B. An input of L will search for Liverpool, but not any other postcode area that may commence with the letter L.

Up to 10 individual entries can be input for each category. They will be searched on an "OR" basis, i.e. a record will be retrieved if one or more of the postcodes in that category match. The five categories, listed below, are also searched on this basis, i.e. a record will be retrieved if there is a match in at least one category (see Postcode Matching in [Section 2.2.6](#)).

### 2.2.1 Home

Matches with any postcode recorded against a home address on the AD page.

### 2.2.2 Offence

Matches with any postcode recorded with an offence address within an Arrest Summons report on the AS page. Note, if a record has many AS reports it may be time consuming to have to trawl through to find the particular match you are looking for.

### 2.2.3 Places Frequented

Matches with any postcode recorded with an address for places frequented on the PF page.

### 2.2.4 Business

Matches with any postcode recorded as a business address on the AD page.

### 2.2.5 Other

Matches with any other address found on a subject's record. These include Other, DVLA and NFA on the AD page, Supervisory Contact and Release Address from the CU page, Known Associates on the KA page and Organisations on the OR page.

### 2.2.6 Post Code Matching

As stated in Section 2.2, initially all input criteria for Postcodes are searched on an "OR" basis. An example of this would be an entry such as:

HOME	OFFENCE
LS10	LS10
LS11	

This would produce records where any person has resided within LS10 or LS11 (irrespective of where they may have committed offences) or have committed offences within LS10 (irrespective of where they have lived).

The POST CODE MATCHING field is used to modify the way postcode searching is performed. If the field is left blank searches are completed on an "OR" basis, as aforementioned. If the field is marked with an X the function of the search changes to an "AND" basis between the categories, whilst remaining on an "OR" basis within the category. An example of the impact of post code matching is shown below:

HOME	OFFENCE
LS10	LS10
LS11	LS11

Records will be produced that has a home postcode of LS10 or LS11 **and** an offence postcode of LS10 or LS11. This allows for the localisation or more finite focus on address searching.

## **2.3 Screen 3 - Marks, Scars and Abnormalities; Offence Codes; MO Keywords**

This page contains three distinctive search areas.

### 2.3.1 Marks and Scars

This field is used to input any marks, scars or abnormalities. It is possible to search up to four marks, with each mark allowing the input of four keywords. The fields are broken up into:

MARK - TATT, SCAR etc. (MANDATORY)

POSN - position on the body, e.g. Right, Left etc. (OPTIONAL)

PART - part of the body containing the mark, e.g. ARMS, LEGS etc. (OPTIONAL)

The relevant keywords should be listed under the particular MARK, POSN and PART. If more than one entry of keywords or marks is made they must all be present on the record for a match to be returned.

<b>The PNC Manual, version 12.01</b>
<b>For Use By Authorised Staff Only</b> <span style="float: right;"><b>Chapter 17</b></span>

The four fields that make up the Marks & Scars can be used in many different combinations. The following examples of a search on tattoo show the full range available.

INPUT				
Mark	Position	Part	Keyword	Records returned
TATT				Records with any tattoo
TATT		ARMS		Records with any tattoo on either arm
TATT	R	ARMS		Records with any tattoo on the right arm
TATT		ARMS	ANCHOR DRAGON	Records with an anchor and dragon tattoo on either arm
TATT	R	ARMS	ANCHOR DRAGON	Records with an anchor and dragon tattoo on the right arm
TATT			ANCHOR DRAGON	Records with an anchor and dragon tattoo anywhere on the body (the tattoos do not have to be on the same body part)

If tattoos etc. are used without keywords, some of the older records will be included in your search.

### 2.3.2 ACPO Offence Codes

This field is used to specify a search where an offender has been processed for a specific offence, as coded, or may be wanted for a specific offence, as coded (see [Chapter 12, section 7.7](#)). An entry may be made from top level of an ACPO offence code, down to fully specified offences. For searching including records with a WANTED report, only the top two levels should be searched. For searching for 'Back Record Converted' records, only the top three levels should be searched. Up to four codes may be entered, but all must be present for a match to be returned.

Consideration should be given to the effect of changes in legislation. For example, the Sexual Offences Act 2003 provided a new set of ACPO codes to replace those relating to the 1956 Act. To search on the rape of a female at the third level, two different searches would be required: 2.1.1 to include all rapes under 1956 legislation and 2.1.4 to include those under 2003 legislation. Use of the fourth level would be needed to specify the victim's age.

If an English ACPO code is selected the system will also consider similar offences from the other areas. For example, if searching for the English offence of possession of controlled drugs, the system will also search the similar Scottish offence.

### 2.3.3 Method Type & Method Keywords

These fields are used to search on methods. The first field requires the input of method type, e.g. Entry Method, Exit point, Means Employed etc. (see Appendix 10). The appropriate keywords are then entered. Up to six different Method Types may be searched at once, but they must all be present on the record for it to be returned as a match.

If an entry is made in the first field, Method Type, and then you tab to Method Keyword you will not be given access to the help field for Keywords. The operator will need to tab back to Method Type and use the help screen there.

**Tip**...either always use the help field in Method Type and go in that way, or have the keywords in printed hard copy to refer to. (If using a printed copy of keywords ensure that you have an up to date copy taken from the latest Data Definitions.)

## 2.4 Screen 4 - Force Station Codes

The final input screen is to enable searches for records containing specific force and force station codes held within a PNC record.

### 2.4.1 Force Codes

This field is used to search a record for a match against force/station codes. It is possible to enter up to 20 force/station codes at one time. QUEST will search for **any** occurrence of any of the selected force/station codes associated with a subject in any position within a record.

Partial force/station codes may be entered using an asterisk after the first 2 or 3 characters, e.g. 30\*\* will search all codes within force 30, or 30A\* will search all codes on 'A' division of that force. A record will match if any of the force/station codes entered appears on the record.

## 2.5 Options

Each of the search screens, as described in Sections 2.1 to 2.4 inclusive, contain an "Options" field. This is a dual paging and functionality field.

### 2.5.1 Functionalities

- V The default value in the field. It is for validation purposes, i.e. to ensure that the correct search data has been included in the correct field.
- T This is to "tally" the number of records that meet the criteria being searched. A total for each data field used will be displayed with a composite search result being displayed.

Examples of composite results are:

NO TRACE      no records match the search criteria  
 n HITS        the number of records matching the search criteria  
 >50 HITS     where the total number exceeds the maximum of 50 (#QE)  
 >2000 HITS   where the total number exceeds the maximum of 2000 (#QH)

- P Having completed the tally process and achieved n as the number of records retrieved, this allows for the display of the "possibles". This process then allows the option of saving and personal free text labelling of searches, prior to viewing on screen. Each search will be given a unique system search ID number in the format

UserID/DDMMYY/HHMM/A (A represents a check character).

Once the search id number is confirmed the summary screen of records is then produced. This summary is similar to that from #NE ([Chapter 11](#)) with the addition of a PNCID.

- M By entering M in the OPTION field of the Search Input screen it is possible to print the summary of search responses (up to a maximum of 999) and/or the search criteria, plus Tallies. Alternatively M may be placed in the PAGE field of the abbreviated response screen or the PAGE field of any full record display. A full print of an individual record is still available by entering PR in the PAGE field of a full record display to bring up the standard Names Print Menu.

**The PNC Manual, version 12.01****For Use By Authorised Staff Only****Chapter 17**

- S This allows for the saving of a search, identical to but independent of the viewing of possibles, as described under option P above.
- R Each search, when saved, remains available on the system for a period of 28 days. This option allows the recall of previous searches. A summary of searches, most recent first, will then be presented with Search ID, Free Text Label and Search result number displayed. Any search can then be selected and displayed using option P.
- A This option abandons the transaction and displays the Search ID on the command line. Starting a new transaction with this input will retrieve the previous search without having to enter R in the OPTION field.

For disclosure purposes it is recommended that QUEST users always invoke the print option (M) to obtain a record of all Tallies (T) they carry out. It is also best practice to print the search response summary whenever the Possible matches option (P) has been selected.

#### 2.5.2 Paging

In the conventional way of a page field, each of the four search screens may be accessed at any time by inputting the appropriate number 1,2,3 or 4. When searches are undertaken a relevant number, for each page containing search data, will be displayed, e.g. 1 3 4.

Paging is also possible whilst viewing an abbreviated summary screen. A valid page number displays that page of the summary; D displays records marked with an X; D+ displays all records. The following options display records containing a particular element of the Names record:

- DD only records containing the Disqualified Drivers element
- DF only records containing the Firearms Certificate Holders element
- DN only records containing the Nominal (offence processing) element
- DW only records containing the Wanted/Missing element

<p><b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only</p>	<p>Chapter 17</p>
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**NOTES**



## **CHAPTER 18 - PRINTER TRANSACTIONS**

### **1. INTRODUCTION**

The Names application produces a range of printouts that have been specifically designed to meet the requirements of the Police Service, other Criminal Justice Service (CJS) Organisations and for disclosure to Home Office approved agencies.

#### **1.1 Types of Printout**

Printouts are available from the PNC system by the following methods:

- on-line print
- Daily Activity File (DAF)
- batch print

Care **must** be exercised when distributing printouts. The correct type of printout must be given to authorised department/agency for which it is produced and must not be handed to any unauthorised person. Printouts are subject to the Data Protection legislation. To conform to the requirements of the CJS and in accordance with The Manual of Guidance for the Preparation, Processing and Submission of Files (Pre Trial Issues), printouts have been designed to specific layouts. They are required to be directed to designated printers (preferably laser printers) which should be able to produce A4 size paper output and set up to print 78 characters width and page length 63 lines. Printers that are not set to receive this approved standard will experience difficulties such as "word wrap" and additional blank pages.

#### **1.2 Screen Print**

A screen print can be obtained by utilising the appropriate key (usually PRINT or PRINT SCREEN) on the terminal keyboard, but it will only print the data that is visible on the screen.

The use of screen printing is subject to local force policy. Screen prints are for police use only and should only be used as an alternative to on-screen viewing. They are not recommended as a means of communicating PNC Names information in paper form and should never be distributed outside the police service.

### **2. ON-LINE PRINT**

The ability to print all or part of a record held on the PNC Names application is available through a number of print menus. The print menu is available to all Direct Connected Terminals (DCTs) and through most force STIF replacement gateways (SRGs). Forces can control which menus are made available to operators, and this depends on their particular needs.

The following on-line prints are available:

- Police Print
- Disclosure Print
- ICPO Print – ID Not Confirmed
- ICPO Print – ID Confirmed
- Prosecutors Multiple File Print
- Prosecutors Print
- Court / Defence / Probation Print
- Witness Print
- Probation Service Print (Pre-Sentence Report Only)
- Prison Print
- Source Input Document

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 18</span>

Prints may be selected in enquiry mode from either the main menu or by inserting PR within the Page field. All the above prints are listed, and may be selected by marking in the normal manner, though their availability is dependent upon authority level. The details of the person requiring the printout must be entered in the "**PRINT FOR**" field. A further field, used only for the Source Input Document print, exists for the purpose of entering an Arrest/Summons reference (see [Section 13](#) of this chapter).

The first page of each printout will display a warning in respect of Data Protection legislation and will indicate the type of printout requested. It will also display the PNCID of the subject, the name of the person requesting the printout and the total number of pages attached. Additional information will also be shown dependent on the type of print.

### **3. POLICE PRINT**

The Police Print has been designed to provide various options. Once selected a secondary menu is presented, comprising a choice of the 13 items described below. Each section required is marked in the normal manner and any number of sections may be selected for printing at the same time. However, requesting ALL sections of the Police Print should not be done without full consideration of the volume of data that will be printed.

#### **3.1 Descriptive Information**

This section of the printout provides details of the person's description held on the record and includes Nominal Details, Nationality, Personal Description, Marks & Scars, Characteristics (Habitual Dress & Jewellery). Each of the categories includes the owner of the data and the date it was last updated.

#### **3.2 Intelligence Information**

This section of the printout provides details of any intelligence information reports present on the record and includes Warning Signals, Offends On Bail, Information Markers, DVLA Information (DVLA Name & Driver Number), Characteristics (Mannerisms & Skills), Internal Cross References, Alias Names, Nicknames, Alias Dates of Birth, Addresses, Places Frequented, Organisations, Known Associates & Charge Groups, Photograph Locations, Local References, Police Circulations, Officers With Knowledge, Identity Numbers, Passports, Occupations, Record Other Details. Each of the categories includes the owner of the data and the date it was last updated.

#### **3.3 Record Summary Information**

This section of the printout provides a summary and brief details of any information present on the record, including a list of Impending Prosecutions, Convictions, Reprimands/Warnings/Cautions, Penalty Notices, Non Convictions, Not Guilty Disposals. Each of the categories includes a total count of the relevant report type and offences.

N.B. Penalty Notices added via the procedural work-round will be printed in the Non Convictions section.

#### **3.4 DNA Information**

This section of the printout provides details of any DNA information present on the record.

#### **3.5 Impending Prosecutions**

This section of the printout includes full details of all impending prosecution reports present on the record and includes all remand data relating to them. It should be noted that where the record has not been Back Record Converted the only detail that

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 18

may be present will be the date the subject was charged, whether the person was in custody or not, an F/S reference and an indication as to whether fingerprints and photographs were taken. If any further information is required, the microfiche record for the subject should be obtained from NPJA.

**3.6 Historical Arrest/Disposal Information**

This section of the printout includes details of all resulted Arrest/Summons reports for the subject. Within each section the Arrest/Summons reports are divided into sub-sections depending on the outcome of the case (i.e. Conviction, Caution/Reprimand/Warning, Penalty Notice, Non Conviction – includes court non-conviction disposals and NFA, POT/Deport, RUG & RCC - and Not Guilty). Arrest/Summons reports that are not yet resulted are not shown on this printout and for details of these cases the Impending Prosecutions section should be utilised. This printout also shows the F/S code of the forces responsible for the various stages.

N.B. Penalty Notices added via the procedural work-round will be printed in the Non Convictions section.

**3.7 Current Remand/Bail Information**

This section of the printout provides full details of all current remands, including bail conditions and addresses, present on the record. It also shows the F/S code of the force responsible for the various process stages.

**3.8 Historical Remand/Bail Information**

This section of the printout provides full details of all remands, including bail conditions and addresses, present on the record. It also shows the F/S code of the force responsible for the various process stages.

**3.9 Breach of Bail Information**

This section of the printout gives details of any Breach Of Bail Conditions held on the record.

**3.10 Custody Information**

This section of the printout provides details of all periods for which the person has been detained in custody (whether in Police or Prison Service accommodation), held on the record. When appropriate the printout will also provide information about a person's release whilst serving a period of detention (i.e. Home Leave, Day Parole or On Licence).

**3.11 Record Administration**

This section of the printout displays information relating to the status of the record. A detailed explanation of the items described in this section can be found at [Chapter 11, section 29](#) of this manual.

**3.12 Wanted/Missing Information**

This section of the printout displays details of any Wanted/Missing reports present on the record. A detailed explanation of the items described in this section can be found in [Chapter 13](#) of this manual.

**3.13 Disqualified Drivers Information**

This section of the printout displays details of any Disqualified Driver reports present on the record. A detailed explanation of the items described in this section can be found in [Chapter 14](#) of this manual.

In addition to the standard information, the front page will also indicate the record sections selected and the number of pages for each section. Each page of the selected print is numbered in the style page X of Y. The first page of each selected

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 18</span>

print contains the person's Filename, Birth Date and PNCID, also the CRO number if issued. Subsequent pages display the Filename and PNCID only.

### **3.14 Firearms Certificate Information**

This section of the printout displays details of any Firearms Certificate reports present on the record. A list of the items in this section can be found in [Chapter 15, section 5](#).

## **4. DISCLOSURE PRINT**

This printout is designed for responding to requests from Non-Police Agency vetting enquiries on a particular person authorised in accordance with Home Office Circulars. A detailed list of Home Office Circulars is at Appendix 5. The printout is designed to exclude all information that is not relevant to the enquiring agency.

In addition to the standard information, the front page also displays a warning in relation to subject identity and the Rehabilitation of Offenders Act 1974. Also present is the PNCID of the subject of the printout and the total number of pages produced.

## **5. ICPO PRINT ID NOT CONFIRMED**

This printout is for the use of the Serious Organised Crime Agency (SOCA) only and is used to reply to Interpol affiliated countries requesting information about persons, when they are unable to supply fingerprint evidence of identification. The printout produced is a summary of convictions and cautions held on the record, similar to the Disclosure Print (see [Section 4](#) of this chapter).

## **6. ICPO PRINT - ID CONFIRMED**

This printout is for the use of the Serious Organised Crime Agency (SOCA) only and is used to reply to Interpol affiliated countries requesting information about persons for whom they are able to supply fingerprint identification. The printout produced is similar to the full Police Print (see [Section 3](#) of this chapter).

## **7. PROSECUTORS AND COURT MULTIPLE PRINTS**

This print option has been designed to provide multiple printouts in accordance with The Manual of Guidance for the Preparation, Processing and Submission of Files covered under Pre-Trial Issues. It has been designed to have a default setting for one copy of the Crown Prosecution Service (CPS) printout (see [Section 8](#) of this chapter), plus four copies of the Court/Defence/Probation printout (see [Section 10](#) of this chapter), to the designated printer. The operator has the option to amend the number of each type of printout to suit local needs (to a maximum of 99 each). However, it has been agreed nationally, between ACPO and the Lord Chancellor's Department that providing that these five printouts are submitted on A4 paper produced from a laser printer, additional copies will be photocopied by the Courts, if required.

## **8. PROSECUTORS PRINT**

This printout has been designed in consultation with the Crown Prosecution Service (CPS). It provides the CPS with details of Impending Prosecutions and the Conviction History. As agreed by the ACPO Crime Committee, it **does not** disclose the Police Method of Offence.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 18</span>

**9. WITNESS PRINT**

This printout is available to anyone with entitlement to use the Court/Defence/Probation print for the purpose of witness vetting. It shows the subject's Name and Alias names (other identification details like Date of Birth, Sex, Colour and Height are not shown), plus Convictions Summary, Impending Prosecutions, Convictions and Cautions/Reprimands/Warnings.

**10. COURT/DEFENCE/PROBATION PRINT**

This printout has been designed in consultation with the Lord Chancellor's Department, Justices' Clerks' Society and the Probation Service. It has been agreed between ACPO and the LCD that providing that it is produced on A4 paper from a laser printer it is suitable for direct submission to the Courts in accordance with The Manual of Guidance for the Preparation, Processing and Submission of Files.

**11. PROBATION SERVICE PRINT (PRE-SENTENCE REPORT PRINT ONLY)**

This printout is used solely by the Probation Service for use in the preparation of pre-sentence reports. A copy of the Court/Defence/Probation printout is also used by the Probation Service in the preparation of breach hearings or to update information held on an offender.

**12. PRISON PRINT**

This printout has been designed for submission to the Prison Service for information required to be passed for the handling of prisoners. It contains only Warning Signals, Record Summary, Impending Prosecutions and Conviction History.

**13. SOURCE INPUT DOCUMENT**

This printout covers the basic process and nominal data required to be recorded for any subject at the time of recording an Arrest/Summons process.

As with all prints, the details of the person requiring the printout must be entered in the "**PRINT FOR**" field. A further field, solely for use with the Source Input Document print, exists for the purpose of entering an Arrest/Summons reference and may be used where the Arrest/Summons report has already been entered onto PNC. In this case, the Arrest/Summons and Offence details for that A/S reference will appear in the print. If the field is left empty, these parts of the print will be blank.

In addition to the standard information, the front page also displays the name searched, the filename of the record selected and the Arrest/Summons Reference if entered. Guidelines to the source input document printout are also shown.

Nominal data already recorded within the record will be displayed in the printout.

The form now includes a signature box to allow the officer using the print to certify the accuracy of the information recorded.

**14. DAILY ACTIVITY FILE**

The Daily Activity File (DAF) printout is available to forces for the quality assurance of information placed on the Names application. It enables forces to control centrally all the data the force owns. It also advises an owning force of information entered onto a person's record by another force. DAF printout is controlled by the #QV transaction, which enables the force nominated officer to control the type of DAF printout the force receives. The matrix of DAF printouts available is at Appendix 6.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 18

**15. BATCH PRINTS**

A range of off-line batch print processes are available for the audit, descriptive search, monitoring and weeding of information held on the Names application. Some batch processes are automatically generated by the updating process, while others are available at a force's request. A detailed list of batch processes available is provided in Chapter 7.

**16. OUTSTANDING FINGERPRINT STATUS - BATCH PRINT**

The Outstanding Fingerprint Status batch print is forwarded to forces once a month and consists of individual Arrest/Summons cases where the fingerprint status was initially input as "T" (TAKEN), having remained as such for a period of six months. Following the receipt of this printout forces should make efforts to identify the existence of any outstanding fingerprints and forward them to their IDENT1 Bureau as soon as possible.

If after making appropriate enquiries, no fingerprints can be found the following options should be used for the fingerprint status entry:

- NOT TAKEN
- MISSING

The #NS transaction will reflect the number of Missing sets of fingerprints (see [Chapter 20, section 2.5.2](#)).

<p><b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only</p>	<p>Chapter 18</p>
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**NOTES**

## **CHAPTER 19 - NAMES MATCHING SYSTEM**

### **1. NAMES MATCHING INTRODUCTION**

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**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 19

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**The PNC Manual, version 12.01**  
For Use By Authorised Staff Only Chapter 19

**NOTES**

## **CHAPTER 20 – SYSTEM MANAGEMENT AND DATA QUALITY**

### **1. INTRODUCTION**

The management of the Police National Computer system at a local force or agency level entails the supervision, responsibility for and, in some areas, accountability for the following categories or functions:

- System Users
- Security of System Use
- Data Quality
- The Audit Process
- Performance Statistics
- Activity Statistics

### **2. MANAGEMENT ISSUES**

#### **2.1 System Users**

All personnel who are to use the system must have received the appropriate level of training, in accordance with their access level. This includes all operators, supervisors and managers. Training, to nationally agreed standards, may have been completed locally or centrally. Each trained person will then be allocated to a user group with the attendant transactions. This allocation process can be completed locally and/or by NPIA staff at Hendon.

Every three months a job is run at Hendon to invalidate User-IDs that have not been used for at least 6 months. This ensures that PNC operators who wish to resume using the system after a significant gap cannot automatically do so without coming to the attention of a local supervisor (see [Section 2.1.6](#) on how to use #SU to identify such User-IDs).

The requirement for retraining an operator must also be considered. It is best practice that after six months of lapsed use a local assessment will be conducted by an accredited PNC Trainer and a decision will be made as to what level of further training is required to allow that individual to resume their PNC access.

##### **2.1.1 #SC Transaction**

The transaction code #SC, which is only available in LIVE mode, may be used by authorised police staff to create User-IDs for PNC operators in their own force. The transaction works as follows:

- Only one User-ID may be created per #SC, which must be initiated from an SRG terminal or DCT located in the force concerned (excluding temporary spare terminals beginning VSPAR). User-IDs created via SRG using #SC are only valid for use on SRG, whereas User-IDs created via DCT will work on both DCT and SRG. This is subject to SRG suppliers making the relevant modifications.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 20</span>

- The new User-ID must start with the two digits of the force code and be no more than 8 alphanumeric characters in length.
- A password must be entered and retyped for confirmation. It must be different to the User-ID and between 6 and 8 alphanumeric characters, of which no more than two in a row may be the same.
- The initial password will be deemed to have expired and must be changed when the operator uses their new User-ID for the first time.

#### 2.1.2 #SG Transaction

The transaction code #SG, which is only available in LIVE mode, is used to administer the groups, once they are established. Each User-ID can be appropriately moved from group to group.

#### 2.1.3 #SE Transaction

The use of the transaction code #SE allows for each individual authority level to be displayed. In conjunction with para 2.1, it is important that no user has a greater level of access than is actually required and trained. For each user there will be three available screens, LIVE, TRNG and DEMO transaction availability.

This will also provide information on the following:

- entitlements to print PNC data
- Bar status – shows whether the user is currently barred
- Logon Attempts – shows whether the user has made one or two incorrect attempts to log on
- Logon Ind – shows whether the user is currently logged on to the system.

#### 2.1.4 #SD Transaction

The transaction code #SD allows for the display of users within any organisation, who are entitled to use the PNC. It is vital, as staff leave or move to posts which have no valid requirement for PNC use, that their entitlement is removed. Initially they should be removed from their appropriate group (see [Section 2.1](#)).

#### 2.1.5 #SP Transaction

DCT users who, for a variety of reasons, are barred from the system may have their passwords reset by supervisors being granted use of the #SP transaction. This is an on-line transaction that precludes the need for written communication to NPJA at Hendon requesting that they perform the function. #SP is not available for SRG users as they cannot be barred by PNC. However, SRG users can be barred by their local SRG system. If this occurs the operator will need to contact their SRG administrator.

#### 2.1.6 #SU Transaction

The transaction code #SU provides a list of local DCT User-IDs and SRG authorisation token User-IDs which have not been used for a particular time. This time can be specified and established by each manager, e.g. 180 days. This can act as an indicator that an individual may have been granted their PNC access unnecessarily, and should therefore be removed. It also allows for the marking of unwanted User-IDs for deletion. Removal of SRG authorisation token User-IDs will prevent access to PNC for all SRG users assigned to the authorisation token User-ID through the force's local SRG system. The removal of SRG users is a function of the force's own SRG administrator.

It is recommended that this transaction be used monthly to ensure consistent and frequent use by individuals. Initially #SU will show ALL unused User-IDs issued within a force or agency, even if they are no longer valid. When using #SU for the

first time, it is essential to compare the list obtained against the list of current users obtained from using #SD.

#### 2.1.7 #SL Transaction

The transaction code #SL is used in conjunction with #SZ (see below) to show whether a DCT is currently locked or not locked.

#### 2.1.8 #SZ Transaction

DCT users who enter an invalid User-ID three times on the same terminal will cause it to become locked. This is a security feature of the PNC to prevent unlawful access. The DCT will need to be unlocked from another DCT by a supervisor authorised to use #SZ within the organisation where the locked DCT is located. The transaction prompts the user for the DCT identifier (e.g. VSYKS871) and, assuming the DCT was locked at the time, a SUCCESSFULLY UNLOCKED message will be displayed.

## 2.2 Security of System Use

### 2.2.1 #TE Transaction as an Auditing Tool

A vital part of the use of the system is its security in compliance with both operating rules and legislation, e.g. Data Protection Act 1998, Computer Misuse Act 1990. The system managers in every force or agency connected to the computer network MUST, on a daily basis, review a random sample of transactions completed by them. A sample figure of 1% of a daily total is recommended for review.

Each review shall consist of a Transaction Log enquiry, #TE, being conducted over a prescribed time period for the previous day, and/or a prescribed geographic area of the organisation. The predetermined number of transactions is then randomly selected from the respective result. The person responsible for causing each selected transaction must then be questioned as to the reason(s) for it being required. As appropriate, evidence should be provided to support this reason, e.g. crime file, custody file or intelligence files. Each transaction must comply with all aspects of the above legislation.

Transaction Log enquiry facilities may be granted at basic level for individual operators to measure their own input over an eight hour period or, at full level over approximately twelve months (see Chapter 6).

### 2.2.2 Breaches of Legislation

Transaction Log enquiries can also be conducted at the discretion of managers on individual personnel where breaches of legislation may be suspected.

### 2.2.3 Full Transcript of Transactions (Message Log)

The Transaction Log facility is designed to measure all transactions input into the system. This does not record or measure any responses. If such information is required then [REDACTED] provides a Message Log (MLOG) facility. This is not an on-line facility and can only be provided by [REDACTED] staff at Hendon Data Centre, again on the application of approved local management personnel. The MLOG is an essential part of any prosecution or internal discipline investigation that involves the use or misuse of the PNC. It covers the same time span as a full #TE transaction. On application of a police officer not below the rank of Assistant Chief Constable/Commander, [REDACTED]. **Under no circumstances can any transaction be removed from the Message Log.**

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 20</span>

**2.3 Data Quality**

This is a very wide yet the whole nub of the use of the PNC system. Without quality data the system cannot work effectively.

Quality data begins with the training of personnel who are responsible for preparing the data, inputting the data and/or using the data, therefore management of these areas is equally important. The final assessment of quality is that of the auditor.

The preparation of data is dealt with outside the remit of this document.

The input of data can be quality assured in a number of ways both using on-line and off-line facilities. These will depend largely on which area of the system one is working in.

**2.3.1 The Vehicle File**

Data added to the vehicle file relates to either Police Records and/or Police Reports, added to existing DVLA Records. Consideration should be given to using the Vehicle On-line Description Search facility (VODS). This will enable any supervisors to extract from the PNC their own reports or records that currently exist on the PNC system (see Chapter 2, section 7). Each can then be examined in conjunction with source documentation for quality purposes on any pre determined local timeliness.

**2.3.2 The Property File**

Using similar methodology to the Vehicle File, use of the transaction codes #PS (Property Search) and #PM (Property Search Results) can produce similar results (see Chapter 3, section 8). This allows for any report under any category of LOS/FOU property owned by individual forces to again be quality assured against source documentation.

**2.3.3 The Names File**

This file contains the widest facilities for on-line quality assurance at "hands on" supervisor level, in conjunction with the #QV directory (see Appendix 6).

This directory is principally designed to organise Daily Activity File reports (DAF), however there is one single section entitled Verification. Selection of any of the Nominal Data Update sections with a character "Y" will allow these to be verified as an on-line process. Logically the more items selected the more that can be verified.

Once selected this allows for the use of the transaction code #NV, Names Verification. By selecting a local force/station code (the update site), this allows for the selection of either a PNCID reference number or a time scale of date/time extending back for a maximum of 7 previous days.

When using the #NV transaction it is recommended to work on the following parameters:

#QV - Multiple Selection for Verification: #NV - PNCID

#QV - Single Selections for Verification: #NV - Date/Times

This will ensure manageable responses for the verification process, as well as, in the latter case, to allow for thematic work. For example, if verification were required on all Wanted Missing Reports entered, then a single selection of WM on #QV allows for any WM report added within the date/time parameters to be verified.

Once selected all updates performed will then be presented on a screen by screen basis allowing for all inserts and amendments of data to be viewed for quality

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 20</span>

purposes. It then allows for a field, "Verified", to be updated for the process to be fully completed.

**It is important to note that personnel having responsibility for using the #NV transaction must clearly have this within their group transactions, whilst those whose work is being verified should not. Persons within a group containing #NV cannot verify the work of another with the same facility.**

As a normal PNC transaction, the #NV transaction is measured within NPJA statistics giving an immediate indication of Names verification work conducted within an individual force or agency.

#### 2.3.4 Directory Tables

This is more an issue of data maintenance where information relating to #QF Force Codes and #QS Force Station Codes must be quality assured for accuracy by each individual organisation. Those having the facility #QU must maintain these directories, whilst those not having the facility must contact Hendon Data Centre for the work to be transacted (see Chapter 5, section 3.1).

### 2.4 The Audit Process

The Audit Process for the Police National Computer is carried out at two different levels, firstly by local force auditors or data security staff, and secondly by representatives of Her Majesty's Inspector of Constabulary (HMIC).

#### 2.4.1 Local Force Audits

Whilst this process is fully documented within the ACPO Data Protection Manual, a brief outline is included here.

Risk Analysis of Data - all data held within computer systems must be subjected to a risk analysis process. That which poses the greatest risk must be subjected to the highest level of scrutiny by way of quality assurance and audit.

Once the Risk Analysis Process is completed and prioritised then an initial Audit Plan can be constructed, mapping out the audits required. This plan may be spread over a one to five year period, with some data needing annual audits, whilst some requiring only once every five years. It is not envisaged that any plan should extend beyond five years and much of the main PNC data will require annual attention.

Having established an Audit Plan, as each audit approaches, the question of what exactly is to be audited, i.e. volume of data, must be addressed. This entails the implementation of a Sampling Programme, whereby pre-agreed formulae calculations can be used to establish exactly the size of the data to be audited. This, in turn, may also determine the resource implications for the audit. As with data quality, the VODS application and #PS can be used as on-line methods to retrieve a sample of records locally without the intervention or support of NPJA (see [Section 2.3](#)).

The key to the process is the actual audit itself, which may need the assistance of system supervisors in fully assessing the data quality or compliance issues. Prior to commencement the auditor should outline the parameters of the audit, i.e. what data and to what depth it is to be assessed. The process then takes place, comparing data with source documentation, noting errors to varying degrees as they occur.

As each audit is completed, reports are made to local Chief Officers outlining errors, accountability and recommendations for future actions. These may result in changes to local practices and procedures, none of which can impact on national practices and procedures. In turn, they may impact on the risk assessment and/or audit plan thereby making it a cyclic process.



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Chapter 20</span>

#### 2.4.2 The HMIC Audit Process

This is primarily a PNC compliance audit. It is conducted as an element of the Inspectorate's Primary Inspection cycle (currently every three years), and normally takes place several weeks in advance of the pre-inspection visit.

Representatives of each force, whose work is connected with the PNC and Data Quality, are interviewed, normally over a two-day period. The basis of the interviews is a comprehensive questionnaire, which is completed in advance of the inspection. As well as all the training and security processes involved with the PNC, the inspectorate team will review all elements of local data quality control and local audit processes. This will include evidence of the risk assessment, audit plans and copies of the audit reports. A report on this pre-inspection visit will then be submitted for use in the main inspection as it takes place, some time later.

### 2.5 Performance Statistics

#### 2.5.1 Monthly Statistics issued by NPIA

One of the NPIA functions is for the Customer Support Team at Hendon Data Centre to produce a set of monthly statistics. For the PNC these include the following areas:

- Timeliness of the entry of Arrest Summons Reports
- Timeliness of the entry of Disposals
- Quantity of records with MO Keywords
- Quantity of records with outstanding Impending Prosecutions

Each month each force in the United Kingdom is able to analyse any progress by reflecting on their own performance and that of other forces with comparable workloads. Each set of statistics is quantitative, leaving each force to interpret them in any qualitative way they may deem appropriate.

Copies of all statistics are also forwarded to NPIA senior management and the HMIC, giving them an option to include relevant matters in their compliance audit visits.

#### 2.5.2 #NS Transaction

In addition to data circulated by NPIA is the facility to access on-line management statistics using the code #NS. Each force has access to national figures and those for any individual customer organisation that updates the PNC. #NS may be used by a limited number of entitled persons responsible for the management of information placed on PNC.

Statistics are available in summary format, and selections must be made for:

- **X** (National), **S** (Scottish forces), Force, Division, Station or Met Area code
- Detail level - **1** (summary) or **2** (detailed)
- Specific month and year, or year only
- The originator Force/Station code

Level 1 statistics provide details of:

- Persons coming to notice, broken down by first time and repeat offenders
- Offences which come to notice, including those committed on bail
- Offences by prime offence categories
- Court and Non-Court disposals broken down into categories
- Fingerprint, Photograph, BRC and DNA activity
- Overview of timeliness for notification of initial process and disposal.

Level 2 statistics provide similar details as above, however they give more finite totals in respect of offences and disposals.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 20

The output from #NS is delivered to a designated printer attached to the terminal from which the transaction is originated.

These statistics are a quantitative measure and any qualitative analysis will be dependent on a variety of issues and ingredients relating to police and/or court processes. One example of how #NS may be used to give a truer indication of performance is the use of a separate Fce/Stn code ending in NP to record Arrest/Summons relating to non-police prosecuting agencies (NPPAs). It is recognised that forces have little control over how quickly paperwork from NPPAs is received. With effect from January 2005 the published A/S timeliness statistics have excluded those recorded under \*\*NP by forces in England & Wales, in line with the Statutory Code of Practice for PNC (see PNC L/O Letter 2004/026).

Similarly, although #NS can only record the end-to-end timeliness of court disposals it is regarded as good practice for forces to record locally how long it takes the Courts to deliver the results to them. This enables them to distinguish between the elapsed time for the courts providing the results, which they cannot control, from the subsequent time taken to update the PNC, for which statutory targets are specified.

### 2.5.3 #NR Transaction

It is recommended that all operators with access to #NS are also given access to #NR, which works in a similar way and provides statistics and data relating to the timeliness of A/S and Disposal entry (entitled Notification of Process and Notification of Disposals in #NS). The main differences are that the #NR output may be displayed on the screen as opposed to only being printed, and that users are not entitled to request force statistics other than their own.

Input selections must be made for the following:

- **X** (National), **S** (Scottish forces), Force, Division, Station or Met Area code
- Specific month and year, or year only
- **A** (A/S data), **C** (Court Case data) or **B** (Both)
- The originator Force/Station code, which must be one the operator is entitled to use

Initially this displays the same statistics as #NS would print for the equivalent parameters, i.e. the number of records entered in the categories "Within 24 hours" up to "More than 1 year" and the percentage represented by each time period. Cumulative percentages are also shown, for example to enable the percentage of disposals entered within 1 week or 2 weeks to be easily ascertained.

Any category may then be selected by placing an X alongside, in order to show which A/S reports or disposals contributed to a particular statistic. An option to print the data is provided, up to a maximum of 1,000 records. For example, if #NS indicated that in a particular month a force created 10 new A/S reports that had taken over a year to be entered on PNC since the Start of Process Stage Date, #NR could be used to find out which A/S Numbers they were, along with the PNCID, Originator, Event Date and Date Added to PNC.

Note that the data will be incomplete if records have subsequently weeded from the system. In these circumstances, the PNCID column will show A/S DELETED or CASE DELETED and the EVENT column will be empty.

## 2.6 Activity Statistics

In line with the Performance Statistics a monthly set of transaction statistics is also prepared and circulated by NPJA. These include a quantitative measure of all the available transaction codes that have been used by each force during the month.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Chapter 20

Again this allows for qualitative analysis of how much each facility is being used. For example, #VS will provide an immediate count of how many VODS transactions have been carried out, or #NV will indicate how much on-line names verification work is being undertaken.

<p><b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only</p>	<p>Chapter 20</p>
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**NOTES**

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 1

**APPENDIX 1 - MARKS/SCARS/ABNORMALITIES**  
**KEYWORDS**

Keywords are listed under the type of Marks/Scars/Abnormalities against which they will be allowed. Where a particular keyword is only to be used for one body part, the relevant body part is shown in brackets.

N.B. There are no keywords for use with the mark type PRCD.

<b>SCAR</b>	<b>MARK</b>	<b>PECU</b>	<b>LACK</b>
BURN	BIRTH	ATTACHED LOBES (EARS)	FALSE
CUT	CYST	BLIND (EYES)	UPPER
NEEDLEMARKS	FRECKLES	BOW (LEGS)	LOWER
SURGICAL	MOLE	BROKEN (NOSE)	LEFT
TATTOO REMOVED	POCK	BULBOUS (NOSE)	RIGHT
	WART	BULGING (EYES)	THUMB (FINGERS)
		CAULIFLOWER (EARS)	FIRST (FINGERS)
		CLEFT (CHIN)	SECOND (FINGERS)
		DEFORMED	THIRD (FINGERS)
		DIMPLED (CHIN)	FOURTH (FINGERS)
		FLAT (FEET, CHES)	
		GOLDTEETH (TEETH)	
		HARELIP (LIPS)	
		HEARINGAID (EARS)	
		LIMP (GAIT)	
		LISP (SPEE)	
		PIGEON (TOES, CHES)	
		PROTRUDING	
		RECEDING (CHIN)	
		SHUFFLE (GAIT)	
		SQUINT (EYES)	
		STAMMER (SPEE)	
		TWISTED	

**TATT**

ANCHOR	
ANIMAL	includes dog, cat, tiger etc
BIRD	
BUILDING	all buildings or part building
CARD SUIT	pack of cards, aces etc
CARTOON	Mickey Mouse, Popeye etc
CELTIC BAND	
COFFIN	
CONVEYANCE	cars, trucks, aircraft, ship, boat etc
CROSS	
CROSSED BONES	
CROWN	
DEVIL	
DOTS	Borstal spot, tear drop etc
DRAGON	
EMBLEM	badge, crest, flag etc
FEMALE FIGURE	nude, part figure etc
FISH	
FLOWER	
FOREIGN	
GLOVE	includes hands, fingers etc

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 1</span>

GRAVE	includes headstones
HEART	
INSECT	all insects
JEWELLERY	
LETTERS	
LINES	
MALE FIGURE	includes part figure
MONEY	
NAME	
NAME OF PLACE	
NAME OF TEAM	
NUMBERS	
OBJECT	
PHRASE	
PLANT	
REPTILE	
SCENE	
SCROLL	
SKELETON	
SKULL	
SWASTIKA	
SYMBOL	includes shapes, triangles etc
TRIBAL	
WEAPON	
WEB	
WORDS	
WREATH	
ZODIAC	

### Guide to "Keywording" Tattoos

The following will assist operators updating the Marks and Scars element of Names records where the subject has tattoos. Some tattoos can be classified using the 48 categories of keyword available on the system, whilst other tattoos may not fit these categories. It is not possible to create keywords to cover every possible design of tattoo. Some forces have experienced this problem with their local computer systems and the NIS Method Index Section have encountered it with the BRC of records for Phoenix. This guide lists actual tattoos notified in the past and shows which keyword they should appear under.

<b>Tattoo (design)</b>	<b>Keyword</b>
Ghost, Grim Reaper, Vampire	CARTOON
Wizard	"
Angel, Cherub, Cupid	"
Gods (Mercury, Hermes, Vulcan, Buddha etc)	"
"Acid" face, Smiley face	"
Matchstickman/"Saint"	"
"Playboy" Bunny	"
Toadstool, Mushroom	OBJECT
Dice	"
Star	"
Cloud	"
Lightening	"
Musical Notes	"
Piece of Cheese	"

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Appendix 1</span>
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<b>Tattoo (design)</b>	<b>Keyword</b>
Crossed Leeks	EMBLEM
Cannabis Leaf	"
Shamrock	"
Unicorn, Pegasus, Griffin, Werewolf	ANIMAL
Snail	"
Bat	"
Dolphin, Whale, Shark	FISH
Crab, Lobster	"
Octopus	"
Spider	INSECT
Butterfly	"
MCFC	LETTERS
UB40	"
Pterodactyl	REPTILE
Frog	"

Certain tattoo designs may require more than one keyword to avoid any ambiguity. Up to four keywords can be used with each design. Examples of these are:

Centaur	MALE FIGURE, ANIMAL
Mermaid	FEMALE FIGURE, FISH
Black Cat on number 13	ANIMAL, NUMBERS
Chinese writing	FOREIGN, LETTERS
Victory Sign, Red Hand (Ulster)	EMBLEM, GLOVE
Crucifix	CROSS, MALE FIGURE
Rising Sun	SCENE, OBJECT
Bulldog wearing Boxing Gloves	SCENE, ANIMAL, GLOVE
Naked Female fighting a Snake	SCENE, FEMALE FIGURE, REPTILE
Pigs wearing Crash Helmets with word "POLICE"	SCENE, ANIMAL, OBJECT, WORDS

## **APPENDIX 2 - BYPASS TRANSACTIONS**

<b>CODE</b>	<b>PARAMETERS</b>	<b>RESPONSES</b>
#NA	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Address
#NC	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Police Circulation References
#NI	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Information Markers
#NK	PNCID/CRO Number, Checkname, Force/Station Code of originator, Crime/Offence Ref, Force/Station Code of Owner	Used to update the subject's Method and MO keywords
#NL	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Local Cross-references
#NM	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Marks and Scars
#NN	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Nominal Details and Description
#NP	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Photograph Location
#NW	PNCID/CRO Number, Checkname, Force/Station Code	Used to update the subject's Warning Signals



## **APPENDIX 3 - WANTED MISSING**

### 1. RELATIONSHIP OF INITIAL RETENTION PERIOD TO EACH CLASS/OFFENCE

<b>CLASS</b>	<b>OFFENCE</b>	<b>INITIAL RETENTION</b>	<b>REMINDERS</b>
DETAINED	-	1 Month	None
MISSING or FOUND	-	10 Weeks	Between 1 and 2 months, annually thereafter
DESERT	-	Unlimited	After 33 months, annually thereafter
WANTED	MURDER or EXCLUSN	Unlimited	After 33 months, annually thereafter
WANTED	IMMIGRATION/ALIENS	*	After 33 months, annually thereafter
ABSCOND or RECALL	-	*	After 33 months, annually thereafter
WANTED or LOCATE	NPF	1 year	After 9 and 21 months
Any case not covered by the above	-	3 years	After 33 months, annually thereafter

\* The expiry date for these class/offence combinations must be determined and entered by the operator. If a specific date is entered the weeding program will not issue a warning of imminent expiry. For those cases with unlimited retention, reminders will be issued after 33 months and annually thereafter.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 4

**APPENDIX 4 - WANTED MISSING****1. WEED DATES IN ABSCOND AND RECALL CASES****RECALL**

YOUTH CUSTODY	If the date of birth field has been completed then the computer will check on the weed date so that it is not entered later than the subject's 25th birthday, unless an unlimited weed date is entered, as 99999999.
DETENTION	Enter date one year after release. Incident date in this case should be entered as the release date, not the date of the recall order.
PRISON/HOSPITAL	Enter 99999999 to indicate 'without limit', or expiry date of supervision order where subject was under 21 years at conviction date.

**ABSCOND**

\* Scotland only

CARE	If made before 16 years and not extended, enter 18th birthday. If over 16 years when order made or where order is extended enter 19th birthday.
YOUTH CUST(ODY)	If the date of birth field has been completed then the computer will check on the weed date so that it is not entered later than the subject's 25th birthday, unless an unlimited weed date is entered, as 99999999.
DETENTION	Subject's 22nd birthday <b>only</b> .
PRISON	Enter 99999999 to indicate 'without limit'.
SCHOOL*	Subject's 18th birthday <b>only</b> .
REMAND*	Subject's 18th birthday <b>only</b> .
HOSPITAL	As a result of the Mental Health Act 1983 the following is a guideline for calculating the weed date in cases involving <b>formal</b> patients who abscond from Mental Hospital. In order to calculate the weed date, the section of the act under which the patient was admitted to hospital or received into guardianship <b>must</b> be known. <b>The following chart gives weed dates to be entered for specific sections.</b>

**Weed Dates to be entered under Mental Health Act**

Section of Act	Assessment, Treatment, Guardianship, Leave and Remand periods	Weed Date Entered
Sec.2	Admitted for 28 days assessment. There is no provision in the act for hospitals to extend the period.	Expiration of authority for detention (maximum 28 days) s.18 (4)(a)(b) MHA
Sec.3	Admitted for treatment, no time limit. There is provision for hospitals to extend the period for 6 months, then annually for 12 months each time.	6 months from the date of absence, or, the expiration of the order s.18 (4)(a)(b) MHA
Sec.4	Admitted for 72 hrs for emergency assessment. There is provision for hospitals to convert this to a Section 2.	Expiration of authority for detention (maximum 72 hrs) s.18 (4)(a)(b) MHA
Sec.5.2	Admitted for 72 hrs for assessment whilst already a patient in hospital. There is no provision to extend the period for this section.	Expiration of authority for detention (maximum 72 hrs) s.18 (4)(a)(b) MHA

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 4</span>

Sec.5.4	Admitted for 6 hrs for assessment whilst already a patient in hospital. There is no provision to extend this period.	Expiration of authority for detention (maximum 6 hrs) s.18 (4)(a)(b) MHA
Sec.7	Admitted under guardianship application. There is provision for the hospital to extend this order for 6 months, then annually for 12 months each time.	6 months from the date of absence, or, the expiration of the order s.18 (4)(a)(b) MHA
Sec.17	Granted leave of absence which has been revoked. Any unauthorised absence where leave has been granted under this section is dealt with by Section 18 of the act.	Refer to the time limits set by the section that the person was admitted to hospital under s.18 (4)(a)(b) MHA.
Sec.35	Remanded to hospital for reports by the Crown Court for an initial period of 28 Days, this can be extended by the Court for not more than 28 days at a time, up to a maximum of 12 weeks.	Unlimited, see s.35 (9) (10) MHA - enter 99999999.
Sec.36	Remanded to hospital for treatment by the Crown Court for an initial period of 28 Days, this can be extended by the Court for not more than 28 days at a time, up to a maximum of 12 weeks.	Unlimited, see s.35 (9) (10) MHA - enter 99999999.
Sec.37	Hospital order made by a court for treatment or Guardianship, the period is 6 months beginning on the date of the order. The Order can be renewed for 6 months and then annually. This may also include a Restriction Order under section 41 with the duration being decided by the courts and is quite often indefinite and when a Restriction Order is in place the Hospital Order does not periodically expire.	Unlimited.
Sec.47	Transfer from prison institution of a sentenced prisoner to a hospital has the same effect as a section 37 Hospital Order and will usually be subject to a Restriction Direction under Section 49. If no Restriction Direction is made this may mean the person being detained in hospital longer than their prison sentence.	Unlimited.
Sec.48	Transfer from prison of a person on Remand and not serving a sentence of imprisonment. The Transfer Direction comes to an end when the court makes a final decision about the outcome of the case.	Unlimited.

## **APPENDIX 5 - HOME OFFICE CIRCULARS ON DISCLOSURE OF CRIMINAL RECORDS**

Any of these circulars dealing with disclosure issues relating to employment vetting and protection of vulnerable children may now have been superseded by the responsibilities of the Criminal Records Bureau.

<b>HOC</b>	<b>SUBJECT</b>
88/1982	<b>(WELFARE OFFICERS-CHILDREN SAFE CUSTODY)</b> Disclosure of Convictions to probation Officers and Social Workers for the reports for Courts Determining Care and Custody of Children
11/1983	<b>(PROBATION OFFICERS-PERSONS GENERAL)</b> Disclosure of Convictions to Probation Officers Preparing Social Inquiry Reports for Magistrates' Court and in respect of Persons Placed Under their Supervision
44/1986(c)	<b>(LOCAL AUTHORITIES-CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal Background of those with Access to Children
45/1986	<b>(LOCAL AUTHORITIES-DISCLOSURE GENERAL)</b> Police reports of Convictions and Related Information – has largely been superseded by 47/2003 and 6/2006
Schedule 2 20/03/97	<b>(DISCLOSURE GENERAL)</b> Police reports of Convictions and Related Information
8/1988+	<b>(HEALTH AUTHORITIES-CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal Background of those with Access to Children
43/1988	<b>(JURY DISQUALIFICATIONS)</b> Enforcement of Jury Disqualifications
101/1988*(c)	<b>(LOCAL AUTHORITIES-CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal background of those with Access to Children
102/1988*(c)	<b>(LOCAL AUTHORITIES-CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal Background of those with Access to Children
Supplement (c)	<b>(INDEPENDENT SCHOOLS-CHILD ACCESS)</b> Protection of Children: Independent Schools: Arrangements for Checking the Possible Criminal Background of Prospective Employees
58/1989	<b>(VOLUNTARY SECTOR-CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal Background of those with Access to Children
Supplement	<b>(VOCS-CHILD ACCESS)</b> Voluntary Organisations Consultancy Service Initial Explanatory Notes

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 5</span>

HOC	SUBJECT
22/1991	<b>(LOCAL AUTHORITIES-CARE/NURSING HOMES)</b> Disclosure of Criminal Background: Proprietors and Managers of Residential Care and Nursing Homes
85/1991	<b>(CIVILIAN FINE ENFORCEMENT OFFICERS)</b> Disclosure of Criminal Background: Civilian Fine Enforcement Officers
13/1992(a)	<b>(DISTRICT COUNCILS HACKNEY CARRIAGE AND PHV)</b> Disclosure of Criminal Records: Applicants for Hackney Carriage and Private Hire Vehicle Driver's Licences
DOT2/1992	<b>(DISTRICT COUNCILS HACKNEY CARRIAGE AND PHV)</b> Disclosure of Criminal Records: Applicants for Hackney Carriage and Private Hire Vehicle Driver's Licences
117/1992	<b>(VOLUNTARY SECTOR - CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal Background to Voluntary Sector Organisations, Revised Procedures
TSM9/4-1993	<b>(PROTECTION OF CHILDREN AND YOUNG PERSONS)</b> Colleges transferring from LEAs
47/1993	<b>(LOCAL AUTHORITIES - CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal Background of those with Access to Children
PW92/17/27/1	<b>(LOCAL AUTHORITIES - NOISE AND STATUTORY NUISANCE)</b> Disclosure of Vehicle Keeper details to Local Authority Environmental Health Officers
42/1994+	<b>(VOLUNTARY SECTOR - CHILD ACCESS)</b> Protection of Children: Disclosure of Criminal background to Voluntary Sector Organisations
46/1994+	<b>(NATIONAL HEALTH SERVICE - CHILD ACCESS)</b> Protection of Children: Disclosure to NHS Employers of Criminal Background of those with Access to Children
25/1995	<b>(PRISON SERVICE)</b> Arrangements for the Release of Prisoners on Temporary Licence
60/1995	<b>(REGISTRATION SCHEMES FOR DOOR SUPERVISORS)</b>
47/2003	<b>(REVISED ARRANGEMENTS FOR POLICE CHECKS)</b> Largely replaces 45/1986
6/2006	<b>(NOTIFIABLE OCCUPATIONS SCHEME: REVISED GUIDANCE FOR POLICE FORCES)</b> Largely replaces 45/1986 <a href="http://www.homeoffice.gov.uk/about-us/home-office-circulars/circulars-2006/006-2006/">http://www.homeoffice.gov.uk/about-us/home-office-circulars/circulars-2006/006-2006/</a>

\* Issued jointly with the Department of Health, Department for Education and Welsh Office.

+ Issued jointly with the Department of Health and Welsh Office

@ Issued jointly with the Department of Transport

(c) Cancelled

<p style="text-align: center;"><b>The PNC Manual, version 12.01</b></p> <p>For Use By Authorised Staff Only <span style="float: right;">Appendix 5</span></p>
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For the latest information on Home Office Circulars see  
<http://www.homeoffice.gov.uk/about-us/home-office-circulars/>.

## **APPENDIX 6 - MATRIX OF DAF REPORTS AGAINST POSSIBLE REPORT RECIPIENTS**

### TRANSACTION CODE #QV

The table below reflects the layout of the DAF Report options within the #QV transaction (with the exception of FC, which is on a separate screen).

Note that this information is also included in a different format, showing Optional, Recommended and Mandatory reports, in the latest version of the Phoenix Functional Specification, Appendix B.1.

#### NOMINAL DATA UPDATES

POSSIBLE REPORT RECIPIENTS	AB	AD	AL	CH	FC	ID	IM	IMA	IX	KA
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	M	Y	Y	Y	Y	Y
HOME FORCE	.	Y	.	.	M	.	Y	Y	Y	Y
EX-HOME FORCE	.	Y	.	.	Y	.	.	.	.	.
WM OWNER	.	Y	.	.	M	.	Y	Y	Y	Y
DD OWNER	.	.	.	.	Y	.	Y	Y	.	.
IP OWNER	.	.	.	.	M	.	Y	Y	Y	Y
INTERNAL XREF	.	.	.	.	M	.	.	.	Y	Y
NOMINAL OWNER	.	.	.	.	.	.	.	.	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

#### NOMINAL DATA UPDATES

POSSIBLE REPORT RECIPIENTS	KAA	LX	MS	ND	NK	OC	OD	OK	OR	PA
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	.	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HOME FORCE	Y	Y	.	.	Y	Y	Y	Y	Y	Y
EX-HOME FORCE	.	.	.	.	.	.	.	.	.	.
WM OWNER	Y	.	.	.	.	.	.	.	.	.
DD OWNER	.	.	.	.	.	.	.	.	.	.
IP OWNER	Y	.	.	.	.	.	.	.	.	.
INTERNAL XREF	Y	.	.	.	.	.	.	.	.	.
NOMINAL OWNER	.	.	.	Y	.	.	.	.	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 6</span>

POSSIBLE REPORT RECIPIENTS	NOMINAL UPDATES					A/S UPDATES				
	PC	PF	PH	WS	WSA	AC	AS	CG	MO	RM
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HOME FORCE	Y	Y	Y	Y	Y	Y	Y	Y	.	Y
EX-HOME FORCE	.	.	.	.	.	.	.	.	.	.
WM OWNER	.	.	.	.	.	Y	Y	Y	.	.
DD OWNER	.	.	.	.	.	.	.	.	.	.
IP OWNER	.	.	Y	.	.	Y	Y	.	.	.
INTERNAL XREF	.	.	.	.	.	.	Y	Y	.	.
NOMINAL OWNER	.	.	.	.	.	.	Y	Y	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

POSSIBLE REPORT RECIPIENTS	DISPOSAL UPDATES									
	CA	CC	CO	DE	DA	DI	NF	RC	RU	SA
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-OWNER	.	.	.	.	.	.	.	.	.	.
INTEREST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HOME FORCE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
EX-HOME FORCE	.	.	.	.	.	.	.	.	.	.
WM OWNER	.	Y	Y	Y	Y	Y	Y	.	.	Y
DD OWNER	.	.	.	.	.	.	.	.	.	.
IP OWNER	.	.	.	.	.	.	.	.	.	.
INTERNAL XREF	.	.	.	.	.	.	.	.	.	.
NOMINAL OWNER	.	.	.	.	Y	.	.	.	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N

POSSIBLE REPORT RECIPIENTS	CUSTODY			FP			OTHERS					
	CU	PI	RE	FI	FO	FP	MK	NB	WM	DD	WD	CR
ORIGINATOR	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OWNER	Y	Y	Y	Y	Y	.	.	.	Y	Y	Y	.
EX-OWNER	.	.	.	.	.	.	.	.	Y	.	.	.
INTEREST	Y	Y	Y	.	.	.	Y	Y	Y	Y	Y	.
HOME FORCE	Y	Y	Y	.	.	.	Y	Y	Y	Y	Y	.
EX-HOME FORCE	.	.	.	.	.	.	Y	.	Y	Y	.	.
WM OWNER	Y	Y	Y	.	.	.	Y	.	Y	.	.	.
DD OWNER	.	.	.	.	.	.	Y	.	Y	Y	.	.
IP OWNER	.	.	.	.	.	.	Y	.	Y	.	.	.
INTERNAL XREF	.	.	.	.	.	.	.	Y	Y	Y	.	.
NOMINAL OWNER	.	.	.	.	.	.	Y	Y	Y	Y	.	.
VERIFICATION	N	N	N	N	N	N	N	N	N	N	N	N



<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 6</span>

**EXPLANATORY NOTES ON THE MATRIX****RECIPIENTS - The following is the key to the Possible Report Recipients' columns.**

Originator, i.e. the Force/Station code used to commence the transaction  
 Owner of new/updated data/report if not same as originator  
 Ex-owner of the amended report if not same as originator  
 Owner of local reference with interest marker within amended record  
 Home Force of latest home address  
 Ex-Home Force (of latest home address, before amendment or addition of new home address)  
 WM Report owner  
 DD Report owner  
 Impending Prosecution (Offence) owner  
 Internal Cross-reference owner to be notified of addition/deletion of internal cross-reference  
 Owner of nominal data  
 Verification – the availability of data for the Names Verification process

**KEY TO AVAILABILITY OF REPORTS**

In the matrix:

- 'M' signifies a report is mandatory
- 'Y' signifies a report is available and selected
- 'N' signifies a report/facility is available yet not selected
- `.` signifies no report applicable

The #QV transaction is available to a limited number of authorised users and provides two management facilities, to enable a force to select those Daily Activity File (DAF) printouts which it wishes to receive and to set which data sections are required for Names Verification purposes. Within the #QV transaction all reports that are available default to 'Y'; those unavailable will be shown as `.`. A report which is unavailable cannot be selected.

Names Verification is linked to the transaction code #NV, which should be given to appropriate on-line supervisors. Those categories selected, e.g. WM, DD, would allow for data inserted or amended within any of these reports to be verified as an on-line process. See [Chapter 20, section 2.3.3](#), for a more complete methodology of the Names Verification process.

The

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 7</span>

## **APPENDIX 7 - CODE MEANINGS**

<b>CODE</b>	<b>MEANING</b>	<b>TRANSACTIONS</b>
AB	Alias Date of Birth Update	NU AV
AC	Arrest/Summons Comment Update	NU
AD	Address Update	NU NA AV
AL	Alias Name Update	NU
AS	Arrest/Summons Update	NU AU
CA	Police Caution, Warning, Reprimand & Penalty Notice Disposals Update	NU CU
CC	Court Case (Pending) Update	NU CU
CG	Charge Details Update	NU CU AU
CH	Characteristics Data Update	NU AV
CO	Convictions Data Update	NU AU CU
CR	CRO No Update (NPIA Reconciliations only)	NF
CU	Custody Detail Update	NU NG
DA	Disposals (Results) Update	NU CU
DD	Disqualified Driver Report Update	DD DT DC NU DI DA
DE	PoT/Deport Disposals Update	NU CU
DI	Disposals (Results) Create	NU CU
FC	Firearms Certificate Holder report Update	(via NFLMS)
ID	Identity Number (Other Refs) Update	NU AV
IM	Info Marker Insert/Delete/Review	NU NI AV
IMA	Info Marker Amend	NU NI AV
IX	Internal XRef Update	NU AV
KA	Known Associate Insert/Delete	NU AV
KAA	Known Associate Amend	NU AV
LX	Local (Police) Ref. Update	NU NL AV
MK	Makeover	ND
MO	MO Keyword Update	NU
MS	Marks/Scars/Abnormalities Update	NU NM AV
NB	Criminal Record Deletion (NPIA Reconciliations only)	NB
ND	Nominal Descriptives Group Update	NU NN AV
NF	NFA Disposals Update	NU CU AU
NK	Nickname Update	NU AV
OC	Occupation Update	NU AV
OD	Record Other Details Update	NU AV
OK	Police Off. With Knowledge Update	NU AV
OR	Organisation Update	NU AV
PA	Passport Update	NU AV
PC	Police Circulation Update	NU NC AV
PF	Places Frequented Update	NU AV
PH	Photo Location Update	NU NP AV
PI	Period In Institution Update	NU NG AU

The

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 7</span>

CODE	MEANING	TRANSACTIONS
RC	Refer To Court Case	NU CU
RE	Release Update	NU NG
RM	Remand Details Update	NU AU AV
RU	Result Unobtainable	NU CU
SA	Subsequent Appearance Update	NU CU
WD	Weed Date Extension	NU CU
WM	Wanted/Missing Report Update	NU WI WA WX WT WR
WS	Warning Signal Insert/Delete/Review	NU NW AV
WSA	Warning Signal Amend	NU NW AV

**EXPLANATORY NOTES**

An 'O', 'R' or 'M' in the matrix may be followed by a number signifying one of the following:

If the Arrest/Summons transferred and has different owner from home force on new record.

Report owners on new (destination) record only.

Only if DD report transferred.

If IP, WM, DD report deletion/transfer leads to deletion of 'old' source record.

Owners of IP, WM, DD reports on both records involved.

Owner of associated Arrest/Summons report (if outstanding charges).

If Court Case deleted FS-IN-CASE, if Arrest/Summons deleted Arrest/Summons originator, also nominal data owners.

Court Case FS-IN-CASE.

If #DC and expiry date in dispute.

If DD information markers created.

On both records.

On source record if source record to be deleted.

Report owners on destination record.

Only reported if there are errors or warnings.

Reported to the owner of the Arrest/Summons for which fingerprints were submitted.

An appropriate Broadcast message will have been generated at the time of processing if the fingerprints were rejected or the original identification was incorrect.

Reported to the owner of the Arrest/Summons.

Report applies only to Detained reports.

The report is mandatory despite being shown as optional in the #QV table.

**SPECIAL REPORTS**

The DAF produces further special reports for various agencies as a result of particular events as follows. These reports are all MANDATORY.

**E1 NIS**

NIS receive a report where any the following conditions apply:

- Creation/transfer of a WM report of ABSCOND from PRISON, DETENTION or HOSPITAL with unlimited retention (NU, WI, WA, WT).
- Creation/transfer of a WM report which is for a second or subsequent serious offence (NU, WI, WA, WT).
- Creation/transfer of a WM report that causes the number of WM reports on the record to be a multiple of 6 (NU, WI, WT).

The

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 7</span>

**E2 DVLA**

- DVLA used to receive a report following the confirmation of a DD report where the expiry date is still 'in dispute' (NU, DC). This report is no longer produced.

**E3 FORCES**

A force receives a report where the following conditions apply:

- When the Back Record Conversion process converts a record which has been awaiting Makeover to another record, but was previously prevented due to the record not having been BRced, a report is produced for the owner of the MF/MT internal cross-reference indicating that the Makeover can now be performed.
- When a subject is convicted, cautioned, reprimanded or warned, if their most recent occupation (excluding Unemployed or Not Stated) is Notifiable, a print is sent to the force which owns the relevant Arrest/Summons report.

For other situations where a DAF report is sent to forces see the latest version of the Phoenix Functional Specification, Appendix B.3.

**RECORD CREATION AND DELETION**

The creation of a person will be associated with the creation of either a Wanted/Missing, Disqualified Driver or Arrest/Summons report.

Details of the new record will precede the details of the new report.

Where the deletion or transfer of one of the above reports (WM, DD or Arrest/Summons) or the only Impending Prosecution or Conviction results in the automatic deletion of the subject record then extra information will be added to the DAF printed report.

All owners of any nominal data on the deleted record will also be notified of the record deletion.



**APPENDIX 8 – DATA ITEM ENTITLEMENTS IN PRINTOUTS**

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE-SENTENCE)	PRISON
<b>PERSON</b>									
PNCID	✓	✓	✓	✓	✓	✓	✓	✓	✓
Filename	✓	✓	✓	✓	✓	✓	✓	✓	✓
CRO/SF Number	✓		✓	✓	✓	✓		✓	✓
Date of Birth	✓	✓	✓	✓	✓	✓		✓	✓
Sex	✓	✓		✓					
Colour	✓			✓					
Height	✓			✓					
Place of Birth	✓	✓		✓	✓	✓		✓	✓
Ethnic Appearance	✓			✓					
Driver Number	✓				✓	✓		✓	✓
Nationality (max. 3 values)	✓								
Build	✓								
Hair Colour	✓								
Hair Description	✓								
Facial Hair	✓								
Eye Colour	✓								
Glasses Worn	✓								
Handed	✓								
Shoe Size	✓								
Accent	✓								
Force/Station ID (NASC Factors)	✓								
Date (Create/Last Update) (NASC Factors)	✓								

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**The PNC Manual, version 12.01**  
 Appendix 8

For Use By Authorised Staff Only

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
Force/Station ID (Place of Birth/Nationality)	✓								
Force/Station ID (Driver Number)	✓								
Date (Driver Number)	✓								
Force/Station Identifier (Descriptives)	✓								
Date (Descriptives)	✓								
Wanted/Missing Information	✓								
Disqualified Driver Information	✓								
Firearms Certificate Information	✓								
<b><u>OCCUPATION</u></b>									
Occupation	✓	✓							
Force/Station ID	✓								
Date (Created/Last Updated) in Occupation	✓	✓							
<b><u>ALIAS or A/S NAME</u></b>									
Alias	✓	✓		✓	✓		✓		
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<b><u>NICKNAME</u></b>									
Nickname	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

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**The PNC Manual, version 12.01**  
Appendix 8

For Use By Authorised Staff Only

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b><u>ALIAS or A/S DATE OF BIRTH</u></b>									
Alias Date of Birth	✓	✓		✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<b><u>LOCAL REFERENCE NUMBERS</u></b>									
Local Reference Number	✓								
Interest Marker	✓								
Intelligence Marker	✓								
<b><u>POLICE CIRCULATION REFERENCE</u></b>									
Police Circulation Reference	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<b><u>POLICE OFFICER WITH KNOWLEDGE</u></b>									
Police Officer with Knowledge	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<b><u>PASSPORT</u></b>									
Passport Number	✓			✓					
Passport Issue Office	✓			✓					
Passport Dates	✓			✓					
Other Detail - Passport	✓			✓					
Passport Country of Issue	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

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**The PNC Manual, version 12.01**  
 Appendix 8

For Use By Authorised Staff Only

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b><u>OTHER REFERENCE</u></b>									
Other References Number	✓								
Other References Description	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<b><u>INTERNAL CROSS-REFERENCES</u></b>									
Internal Cross-references	✓								
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<b><u>WARNING SIGNAL</u></b>									
Warning Signal	✓			✓					✓
Force/Station ID Reference	✓			✓					
Date (Created/Last Updated)	✓			✓					✓
Text	✓								✓
<b><u>INFORMATION MARKER</u></b>									
Information Marker	✓				✓				
Force/Station ID Reference	✓								
Date (Created/Last Updated)	✓				✓				
Text	✓				✓				

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DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b><u>KNOWN ASSOCIATE</u></b>									
Associate Name	✓			✓					
Associate PNCID	✓			✓					
Associate Address	✓			✓					
Relationship or Association	✓			✓					
<b><u>MARKS/SCARS/ABNORMALITIES</u></b>									
Mark/Scar/Abnormality	✓			✓					
<b><u>JEWELLERY</u></b>									
Jewellery	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<b><u>HABITS and MANNERISMS</u></b>									
Habits and Mannerisms	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<b><u>SPECIAL SKILLS and KNOWLEDGE</u></b>									
Special Skills and Knowledge	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>HABITUAL DRESS</b>									
Habitual Dress	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<b>RECORD OTHER DETAILS</b>									
Record Other Details	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
<b>CONVICTION SUMMARY ITEM</b>									
Offence Summary Number of Offences	✓	✓	✓		✓	✓	✓	✓	✓
Offence Summary Date of First Offence	✓	✓	✓		✓	✓	✓	✓	✓
Offence Date of Last Offence	✓	✓	✓		✓	✓	✓	✓	✓
Offence Summary Type	✓	✓	✓		✓	✓	✓	✓	✓
Impending Prosecutions	✓	✓					✓		✓
Non Convictions	✓								
Not Guilties	✓								
Cautions and Conditional Cautions	✓	✓	✓		✓	✓	✓	✓	✓

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>ORGANISATION</b>									
Name	✓			✓					
Address	✓			✓					
Nature of Organisation	✓			✓					
Relation of Subject with Organisation	✓			✓					
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
<b>ADDRESS</b>									
Address	✓			✓					
Date at Address	✓			✓					
Local Force/Station Code	✓			✓					
Telephone(s) Used	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
Last Address Only		✓			✓	✓		✓	✓
<b>PLACES FREQUENTED</b>									
Places Frequented	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					
Text	✓			✓					

**The PNC Manual, version 12.01**  
Appendix 8

For Use By Authorised Staff Only

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>ARREST/SUMMONS</b>									
Arrest Summons Reference Number	✓	✓			✓		✓		
Process Stage	✓				✓				✓
Process Stage Date/Time	✓			✓	✓				✓
A/S Name	✓	✓		✓	✓		✓		✓
Prosecuting Agent	✓	✓			✓		✓		
Arrest Fingerprint	✓								
Date of Arrest Fingerprint Status	✓								
Fingerprint Bureau Code	✓								
Officer in Case	✓								
Force/Station Code in Case	✓				✓				
Case Detail Comments	✓			✓					
Photograph Taken Indicator	✓			✓					
Date (Created/Last Updated)	✓			✓					
Date of Birth Given	✓								
<b>CHARGE</b>									
Statute	✓	✓		✓	✓	✓	✓	✓	✓
Arrest Summons Reference Number	✓	✓			✓		✓		
Charge Number	✓	✓			✓	✓	✓	✓	✓
Court Case Reference Number	✓	✓				✓	✓	✓	✓
Appearance Number	✓								
Charge Number	✓	✓					✓		
Crime Offence Reference Number	✓								
Offence Qualifier (max. 3 occurrences)	✓	✓		✓	✓	✓	✓	✓	✓

For Distribution to CPS

**The PNC Manual, version 12.01**  
 Appendix 8

For Use By Authorised Staff Only

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>CHARGE (cont'd)</b>									
Offence Code ACPO	✓								
Offence Code CJS	✓								
Offence Description	✓	✓		✓	✓	✓	✓	✓	✓
Method Used in Offence	✓			✓					
Dress	✓			✓					
Offence Address	✓			✓					
Location of Offence	✓			✓					
Offence Location Force/Station Code	✓								
Offence Start Date	✓								
Offence Start Time	✓								
Offence End Date	✓								
Offence End Time	✓								
Force/Station Code (Owner)	✓				✓				
Committed on Bail	✓			✓	✓	✓		✓	✓
Plea	✓								
Adjudication	✓			✓					
Charge TIC Number	✓	✓			✓	✓	✓	✓	✓
Date of Sentence	✓	✓			✓	✓	✓	✓	✓
<b>IMPENDING/DISPOSAL</b>									
Disposal	✓	✓		✓	✓	✓	✓	✓	✓
Impendings (Full Details)	✓	✓			✓		✓	✓	✓
Convictions	✓	✓		✓	✓	✓	✓	✓	✓
Non Convictions	✓				✓				
Not Guilties	✓				✓				
Cautions and Conditional Cautions	✓	✓		✓	✓	✓	✓	✓	✓

For Distribution to CPS

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>OTHER CHARGED WITH</b>									
PNCID - Other Person Charged With	✓				✓				✓
Name - Other Person Charged With	✓				✓				✓
<b>OTHER CAUTIONED/CONVICTED WITH</b>									
PNCID - Person Cautioned/Convicted With	✓								
Name - Person Cautioned/Convicted With	✓								
<b>COURT CASE</b>									
Court Case Reference Number	✓	✓			✓		✓		✓
Case Status Marker	✓				✓	✓		✓	✓
Force/Division/Station in Case	✓				✓				
Officer in Case (Caution/Warning)	✓								
Court Code	✓				✓	✓		✓	✓
Court Name/Type	✓	✓		✓	✓	✓	✓	✓	✓
Name Convicted/Cautioned	✓	✓			✓	✓	✓	✓	✓
Conviction Date	✓	✓			✓	✓	✓	✓	✓
Other TIC - Number of	✓	✓			✓	✓	✓	✓	✓
Caution Reference	✓	✓			✓	✓	✓	✓	✓
<b>SUBSEQUENT APPEARANCE</b>									
Subsequent Court Appearance	✓	✓			✓	✓	✓	✓	✓

DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>REMAND</b>									
Remand - All	✓								
Remand Date - Current Prosecution	✓				✓	✓		✓	
Appearance Location	✓				✓	✓		✓	
Appearance Result	✓				✓	✓		✓	
Next Appearance Date	✓				✓	✓		✓	
Court/Police Station Appearing	✓				✓	✓		✓	
Conditions of Bail	✓				✓	✓		✓	
Breach of Bail	✓			✓	✓	✓		✓	
Force/Station ID	✓				✓	✓		✓	
Date (Created/Last Updated)	✓				✓	✓		✓	
Bail Address	✓				✓	✓		✓	
<b>CUSTODY PERIOD</b>									
Custody Date - Last Custody					✓	✓		✓	
Custody Date - All Custody	✓								
Detention - Other Details	✓				✓	✓		✓	
Force/Station ID	✓								
Date (Created/Last Updated)	✓								
Court Case Reference	✓								



**The PNC Manual, version 12.01**  
Appendix 8

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DATA ITEMS	POLICE	DISCLOSURE	ICPO IDENTITY NOT CONFIRMED	ICPO IDENTITY CONFIRMED	CPS	COURT/ DEFENCE/ PROBATION	WITNESS	PROBATION (PRE- SENTENCE)	PRISON
<b>PERIOD IN INSTITUTION</b>									
Institution/Force Station Code	✓				✓	✓		✓	
Date of Detention	✓				✓	✓		✓	
End Detention Date					✓	✓		✓	
Prison Number	✓				✓	✓		✓	
<b>RELEASE</b>									
Release Date	✓				✓	✓		✓	
Reason for Release	✓				✓	✓		✓	
Date Due Back Form Release	✓								
Date Back From Release	✓								
Recall - Date of Issue	✓								
Release Fingerprint Status	✓								
Date of Release Fingerprint Status	✓								
Fingerprint Bureau Code	✓								
Release Address	✓								
Supervisory Contact	✓								
Licence Type	✓								
Supervision Dates	✓								
Release Text	✓								
Release - Other Details - Conditions	✓				✓	✓			
<b>PHOTOGRAPH LOCATION</b>									
Photograph Location/Year Taken	✓			✓					
Force/Station ID	✓			✓					
Date (Created/Last Updated)	✓			✓					

For Distribution to CPS

**Notes:**

**Conditional Cautions:**

All Reprimand/Warning/Caution sections and summaries include Conditional Caution and Youth Conditional Caution disposal groups (but work-around style Conditional Cautions using disposal codes 1117 & 1118 are included under Convictions).

**Penalty Notices:**

Penalty Notice sections and summaries include Penalty Notice disposal groups (but work-around style penalty Notices using disposal code 1109 are included under Non-Convictions).

Penalty Notices Heard at Court are included in the appropriate section according to their adjudication (Convictions, Non-Convictions or Not Guilty).

## **APPENDIX 9 - PROCEDURAL GUIDE**

From time to time, operators have been faced with circumstances that required updates of a complex nature. The following procedures have been approved by the PNC Names Group and should be adopted if the need arises.

### **1. REMAND IN CARE (SECURE & NON-SECURE ACCOMMODATION)**

1. #NU on the relevant record
2. Select AS page
3. Elect to create a Remand detail
4. Complete the Remand Detail screen using option O for Remand in Care
5. Elect to add Address and Local Authority detail (others as required, but NOT Custody Details)
6. Complete the Address Details screen using type O and specifying the Type in the text
7. Complete the Care Details screen entering 9998 in Local Authority Code and name in free text
8. Indicate whether it is a Secure Unit (Y/N) and enter details of the Social Worker

**2. FAIL TO APPEAR**

1. #NU on the relevant record
2. Select the following items from the Record Update menu (ME):
  - NM (to add an Information Marker)
  - WM (assuming a warrant has been issued) – set the FTA flag to Y and enter Wanted for the offence code of the original offence
  - AS (to create a new Remand)
3. From the Nominal Display Menu select IM
4. Create a Failing to Appear Wanted/Missing Report (assuming warrant issued)
5. At the A/S page Insert a new remand
6. Enter A for the Adjourned Case
7. The date of the adjournment
8. Court Code of the court adjourning
9. Leave the Next Appearing date blank
10. Court Code 9998
11. Add text "\*\*\*\*\*FAILED TO APPEAR\*\*\*\*\*"
12. Enter Y in the UPDATE IMPENDING PROSECUTION DETAILS? field
13. Create a "FAILED TO APPEAR" Information Marker

### **3. ARREST FOR FAIL TO APPEAR**

1. #NU on the relevant record
2. Select the following items from the Record Update menu (ME):
  - NM
  - WM
  - AS
3. On NM page select IM
4. On WM page create a Detained report.
5. On AS page enter A next to appropriate AS Reference (N.B. if associated with other offences enter Y - Create AS)
6. Y - Add Remand
7. Y - Add Offences
8. Insert an offence - 8.8.1.1. or 8.8.1.2. or non England/Wales equivalent (Fail to Surrender to Custody at appointed time)
9. Insert remand - Court decision
10. Create period in Institution, if required
11. If associated with other offences enter on a separate Arrest/Summons report
12. Enter Y in the UPDATE IMPENDING PROSECUTION DETAILS? field
13. Y - to link offences, if appropriate
14. S - Select offences
15. Add Information Marker FA (Fail to Appear) if one does not already exist

#### **4. DESTRUCTION ORDERS**

When a force receives a court disposal that includes the ordering of the destruction of any article in respect of forfeiture/confiscation, the following procedure should be adopted:

1. #NU on the relevant record
2. Select the DH page
3. Place R alongside the relevant court case
4. Complete the appropriate fields
5. Place the code 3015 in the Disposal code field
6. Place Y in the Text field
7. Complete Text field with details of article to be destroyed

#### **5. BINDOVERS**

In this case the procedure is shown when dealing with a straightforward bindover.

1. #NU on the relevant record
2. Select DH page
3. R - relevant Court case
4. Complete Court Case details
5. Disposal code 1016
6. PERIOD, e.g. M12 for 12 months, and AMOUNT fields
7. Confirm

## 6. PARENTAL BINDOVERS

A problem has been identified with Parental Bindover disposals. A further "K" qualifier is being added to disposal code 3016 "FORFEITURE OF RECOGNISANCE" in order to clarify the matter. When this qualifier is added to disposal code 3016, this flow chart will be applicable:

1. #NU on the relevant record
2. Select the DH page
3. Insert R at the relevant Court Case details and Y in Commence Update
4. On the Disposal screen use the Disposal code 3016
5. Enter Y in the Text field
6. Enter K in the Qualifier code field
7. At the TEXT screen add the supplementary supporting text, if appropriate.

## 7. FORFEITURE OF RECOGNISANCE (INCLUDING BREACH OF BINDOVERS)

Where a person has more than one bindover in existence and is dealt with at court for another disposal where one of the existing bindovers is imposed, the suggested practice will be as follows:

1. Note the date on which the relevant bindover was imposed
2. #NU on the relevant record
3. Select the DH page
4. Place R alongside the relevant court case
5. Complete the appropriate fields
6. Place the code 3042 in the Disposal code field
7. Place the date of original conviction in the Date field
8. This will output the literal "RESULTING FROM ORIGINAL CONVICTION OF ....."

**8. ADJOURNED SINE DIE**

1. #NU on the relevant record
2. Select ME in Page field
3. Mark DH with an X
4. DH page to result court case
5. R - Court appearance
6. Adjudication date - Remand Date
7. Plea 0 (Zero) - Not Known
8. Adjudication O (letter O) - Non conviction
9. Disposal Code 2007 - Adjourned Sine Die
10. Confirm.

**9. REINSTATE ADJOURNED SINE DIE**

Once a court case has been resulted as an Adjourned Sine Die there will be no further action taken by the police service. The police service will normally be informed through a court that they have implemented a Reinstated Adjournment Sine Die. The record will already have a court case reference when the offence was originally disposed of, therefore to incorporate this offence into the new court appearance the following procedure should be adopted:

1. #NU on the relevant record
2. Select DH Page
3. S - select SUBSEQUENTLY VARIED
4. Select offence
5. Disposal code 3027 - Reinstate Adjourned Sine Die and input date of original Adjourned Sine Die, plus disposal for the offence, e.g. Fine/Imprisonment/Acquitted etc.



**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 9

**10. BACK RECORD CONVERSION**

For the procedure to update records without Arrest/Summons reports where national Back Record Conversion has not been completed see handouts provided by NPIA (ICTLP). Note that **all** A/S entries must be BRC'd and not just the most recent one, otherwise the Criminal Records Bureau will not be aware of the subject's full conviction history.

**11. UPDATE PRE-1981 CONVICTION**

It is possible to create an Arrest/Summons Report from the details on a court register, thus causing Back Record Conversion to be brought into action for these matters.

Care should be taken to ensure that the CRIME REFERENCE NUMBER is correctly entered, as this field is critical and will affect BRC. Where there is no Crime Number entered or the Crime Number is entered incorrectly, a duplicate Arrest/Summons report will be created or Back Record Conversion could fail.

The offence address/location is also important. It must be correctly entered, as Back Record Conversion will not change these details, and therefore BRC will fail.

## 12. UPDATE POST-1981 CASES ON A PRE-1981 RECORD

1. #NU on the relevant records
2. Select AS page
3. Y - Create
4. Process stage (C - Charged or S - Summoned)
5. Process date - Offence date shown on Court Register
6. Process time - 0001
7. Photo location - no entry
8. Fingerprint status N - Not taken
9. Prosecuting agent - CPS etc
10. Arresting Officer - if known, or "Unknown PC"
11. Add offence details - Originator / Crime Reference / ACPO code must be entered
12. Offence date - as shown on court register
13. Offence location - Force/Station code (mandatory)
14. Y - select Offence Location
15. N - Method/Dress
16. Confirm offence details
17. Offence location - as shown on court register **or** obtain when locating Crime Reference Number
18. Text - information obtained from Magistrates' Court register <DATE>
19. X - Court appearance
20. Link offences to court case - S
21. Y - add remands (if available)
22. Create court case details - Court code, Appearance date, Fce/Stn code
23. S - select offences, then add remand details as necessary.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 9

**13. ADDING REMANDS TO "LOADED FROM PNC2" RECORDS**

The following method will allow remands to be added to an Arrest/Summons entry showing "LOADED FROM PNC2". This will also allow the identification of the offence prior to Back Record Conversion.

1. #NU on the relevant record
2. Select AS page
3. Insert A - Amend A/S Ref
4. Add prosecuting agent
5. Arresting officer
6. Y - Add remands
7. CREATE REMAND DETAILS FOR ARREST/SUMMONS - result of appearance (B/C/A)
8. Remand hearing on - date
9. Court code - 9998
10. Text - "\*\*\*OFFENCE\*\* APPEARED \*\*COURT NAME\*\*"

N.B. \*\* Do not attempt to create Court Case because this will affect Back Record Conversion.

#### **14. REFER TO COURT CASE**

These procedures have been designed to cover the following circumstances when the RCC element is used.

1. Case withdrawn on court register and amended to a lesser offence, e.g. Assault Occasioning Actual Bodily Harm to Sec.39 Criminal Justice Act 1988.
2. Cases where no evidence offered in above circumstances.
3. As in 1 and 2 above, pleads guilty to lesser offence.

All the above will allow the police to keep a full history of a case for future reference.

#### **15. REFER TO COURT CASE DISPOSAL**

1. #NU on the relevant record
2. Select DH page
3. Amend Disposal History
4. I - Insert New Offence
5. Add Offence Details
6. Copy Offence A/S Ref "\*"
7. Offence No "\*"
8. Add Offence Details
9. Amend ACPO Code and any other relevant details
10. Create Offence - Confirmation
11. Y - Confirm
12. Select Offence Address, if appropriate
13. S - Select Address
14. Amend Disposal History
15. R - Result Appearance
16. Result Court Case
17. Check Adjudication Date
18. X - Refer Court Case

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 9

**15. REFER COURT CASE DISPOSAL (cont'd)**

- 19. Refer Court Case Details
- 20. Complete FS/Reference
- 21. Text "PLEADED GUILTY TO LESSER OFFENCE"
- 22. Result appropriate RCC Offence
- 23. Do not complete Plea or Adjudication
- 24. Disposal Code 2060 Refer Court Case
- 25. Add disposals to Offence
- 26. Y - Confirm disposal details

**16. REFER TO COURT CASE REMAND**

1. #NU on the relevant record
2. Mark AS with an X
3. Mark DH with an X
4. Arrest/Summons Update
5. I - Insert New Offence Details
6. I - Insert New Remand
7. Add Offence Details
8. Copy Offence A/S Ref "\*"
9. Offence No "\*"
10. Add Offence Details
11. Check and amend ACPO code to show New Offence details
12. Offence confirmation
13. Select Offence for A/S Ref
14. S - Select Offence(s)
15. Add Remand details
16. Adjudication (B/C/A)
17. Appearance Date
18. Court Code
19. Next Hearing Date
20. Court Code
21. Add any Bail Conditions if necessary
22. Amend Disposal History
23. L - Link Offences
24. S - Select Offence(s)
25. Amend Disposal Details

**16. REFER TO COURT CASE REMAND (cont'd)**

26. R - Result Appearance

27. Result Court Case

28. X - Refer Court Case

29. Refer Court Case Details

30. Fce/Stn code

31. Text - "PLEADED GUILTY TO LESSER OFFENCE"

32. Charge reduced to

33. Charge amended to

N.B. When adding the Refer Court Case or No Result Available disposal codes they can be used in any order, dependent on which offence requires which disposal.

34. Add Disposals

35. Leave PLEA and ADJUDICATION blank

36. Disposal Code 2060 (REFER COURT CASE)

37. Confirm Disposal Details - Y

38. Add Disposals

39. Plea - 0 (NOT KNOWN), Adjudication - N (NOT GUILTY)

40. Disposal Code 2055 (NO RESULT AVAILABLE), Text - Y

41. Add Disposal Text

42. Text "REMANDED TO \*\*\*\*\* MAGISTRATES' COURT ON <DATE>"

43. Confirm Disposal Details - Y

**17. ADDING A FURTHER REMAND TO REFER COURT CASE**

1. #NU on the relevant record
2. ME page
3. Mark AS with an X
4. Mark DH with an X
5. Select appropriate Arrest/Summons
6. I - Insert New Remand
7. Add Remand Details
8. Adjudication (B/C/A)
9. Appearance Date
10. Court Code
11. Next Appearing Date
12. Court Code
13. Amend Disposal History
14. R - against Refer Court Case Offence
15. Amend Disposals
16. Amend Disposal Text
17. Amend Text to show the new Remand Information, i.e. "REMAND TO \*\*\*\*\*  
MAGISTRATES COURT <DATE>"
18. Confirm Disposals



**18. RESULTING A REMAND - REFER COURT CASE**

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - against Refer Court Case Offence with Text element
5. Add Disposal Details
6. No updates this page
7. Amend Disposal text
8. Amend Text by removing Remand Details and Insert \*
9. Confirm Disposal Details
10. Enter DH in page field
11. Amend Disposal History
12. S - Create Subsequent Appearance
13. Create Subsequent Appearance Details
14. Appearance Date
15. Court Code
16. Reason for Appearance - V (Varied)
17. Appearance Owner
18. Select Offence for Court Reference
19. S - Select Offence(s)
20. Add Disposals Court Reference
21. Adjudication - G (Guilty)
22. Disposals
23. Confirm Disposal Details - Y

N.B. The entry relating to the original disposal code 2055 (Result Not Available) cannot be removed as this is attached to the refer to court case, and is the only means of it being retained in the amended form.

## **19. UPDATE OF CUSTODY DETAILS**

1. Court Case Reference is required when creating a Custody Record.
2. Custody and Detention dates are required when creating Custody and Prison Records.

## **20. AT RISK - CUSTODY UPDATES**

Following notification by the Prison Service of a person being released who is AT RISK under Section 40 of the Criminal Justice Act 1991, the following procedure should be adhered to:

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - Amend Offence Disposal
5. Amend Disposals - Court Ref
6. Choose Text Option of Disposal Only - Y
7. Disposal Text - Court Ref
8. Add Text "RELEASED - AT RISK - SECTION 40 CJA 1991 UNTIL <DATE>"
9. Confirm Disposal Details

## **21. AT RISK - WEED**

It will be necessary to continue to operate a manual weed of the system on expiry of the AT RISK. The method to complete this is as follows:

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - Amend Offence Disposal
5. Amend Disposals
6. Court Ref
7. Delete Text Option
8. Y - Confirm Disposal Details

## 22. APPEALS

When recording Appeals against Conviction or Sentence, the following is a guide to the various stages:

1. #NU on the relevant record
2. Mark AS with an X, if appropriate
3. Mark DH with an X
4. Arrest Remand Update
5. I - Insert New Remand
6. Add Remand Details
7. A - Adjourned
8. Remand Hearing - Date of Notice
9. Court Code 9998
10. Text "\*\*\*NOTICE OF APPEAL\*\* AGAINST <DATE>"
11. Next Hearing On - leave blank
12. Court Code 9998
13. Text"<NAME> CROWN COURT ON DATE TO BE FIXED"
14. Amend Disposal History
15. R - Against Offence
16. Add disposal code 3044 (Appeal pending)
17. Add date

### 23. RELEASED ON BAIL PENDING APPEAL

Where a defendant is sentenced to a period in Custody and then appeals, and is released on **Conditional Bail** pending the Appeal hearing:

1. #NU on the relevant record
2. ME
3. Mark AS, DH, CU with an X
4. Arrest Remand Update
5. I - Insert New Remand (Original Arrest/Summons)
6. Add Remands
7. B - Bail
8. Court Date
9. Court Code 9998
10. Text "<NAME> CROWN COURT \*\*NOTICE OF APPEAL\*\* AGAINST SENTENCE"
11. Court Date
12. Court Code 9998
13. Text "<NAME> CROWN COURT \*\*DATE TO BE FIXED\*\*"
14. Add Bail Address - Y
15. Add Bail Conditions - Y
16. Add Bail Address
17. Insert New Bail Address or select from existing addresses
18. Add Bail Conditions, for example:  
 "(6 spaces) \*\*CONDITIONS APPLY UNTIL DATE CAN BE FIXED\*\*"  
 "RESIDE AT BAIL ADDRESS, CURFEW 2300 TO 0700 HOURS"
19. Amend Disposal History
20. Offence - R
21. Add Disposal Code 3044 (Appeal Pending)
22. Add date
23. Add Text - Y
24. Release from Prison

**24. CUSTODY DETAILS - AMENDMENT PENDING APPEAL**

1. #NU on the relevant record
2. CU
3. Custody Date
4. Court Case Reference
5. Owner (should have already been entered by Court Update Operators; if not, input)
6. Create period of institution - Y
7. Date of Detention <Conviction Date>
8. End of Detention <Release Date>
9. Institution Code - Prison
10. Y - Create Release Details
11. Add Release Details
12. Release Date
13. Reason for Release - Bailed
14. Text
15. "RELEASED PENDING APPEAL AGAINST SENTENCE OF DATE"

**25. APPEAL DISMISSED**

1. #NU on the relevant record
2. AS
3. DH
4. Arrest/Remand Update
5. A - Amend Remand
6. Amend Remand Details for Arrest/Summons
7. Add Next Appearing Date
8. Court Code 9998
9. Text "<NAME> CROWN COURT **\*\*APPEAL DISMISSED\*\***" **or**  
"**\*\*APPEAL ABANDONED BEFORE COURT\*\*** LETTER DATED..."
10. If Bail Conditions present, remember to put a final date on them
11. Amend Disposal History
12. R - against Offence
13. Amend Disposal Code 3045 (Appeal dismissed)
14. Add date

**26. DISQUALIFICATION SUSPENDED PENDING APPEAL**

1. #NU on the relevant record
2. DH
3. Amend Disposal History
4. R - Amend Offence/Result
5. Add Disposals - Court Ref
6. Insert Disposal Code 3044 (Appeal pending)
7. Add date and Y for text
8. Disposal Text - Court Ref
9. Add Text "DISQUALIFICATION SUSPENDED PENDING APPEAL"
10. Y - Confirm Disposals
11. **Final check** - ensure that the Disqualified Driver entry has been deleted from the record.

<b>The PNC Manual, version 12.01</b>
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## 27. REDUCTION IN DISQUALIFICATION AFTER DRINK/DRIVER REHABILITATION

On the original sentence the DD report and the DH page should be updated as normal, showing an expiry date for the full period. The DD disposal **must** have text added to show full details of the possible reduced period, taken from the court documentation. For example

### REDUCED BY [x] MONTHS IF BY [date] COMPLETES REHABILITATION COURSE

On receipt of Certificate of Completion:

1. #NU on the relevant record

#### **DVLA Unconfirmed:**

2. A to amend the DD report
3. Amend the expiry date
4. Enter text "[x] MTHS REDUCED TO [y] MONTHS. CERTIFICATE OF COMPLETION NO. [xxxxx]"

#### **DVLA Confirmed:**

5. A to amend the DD report
6. Enter text "[x] MTHS REDUCED TO [y] MONTHS. CERTIFICATE OF COMPLETION NO. [xxxxx]"
7. Return to DD page
8. Option C to confirm dates
9. Enter new expiry date
10. The original disposal within the DH should be amended. The original result remains unchanged. Insert disposal 3050 if not already present then insert 1028 Subsequently Varied, show date and in text "**COURSE COMPLETED, DISQUALIFICATION REDUCED TO [x] MONTHS**".

#### Example:

02/01/09 AT HORSEFERRY ROAD MAGISTRATES  
COURT REF: 10/2660/1032T

- 1 DISQUALIFIED FROM DRIVING – OBLIGATORY 24 MTHS
- 2 DISQUALIFICATION FROM DRIVING REDUCED IF COURSE COMPLETED
- 3 FINE 350.00
- 4 SUBSEQUENTLY VARIED 01/05/10 COURSE COMPLETED DISQUAL REDUCED TO 21 MTHS**



**28. APPEALS - OFFENCE AMENDED/SENTENCE VARIED**

The following procedure is to assist in the update of cases where the appeal has been successful, but where:

- a) the offence has been amended/changed to something else
- b) the sentence has also been varied.

1. #NU on the relevant record
2. ME
3. Mark AS, DH with an X
4. Arrest/Remand Update
5. I - Insert New Offence Details
6. Add Offence Details (by using the copy facility)
7. Create Offence Confirmation, Y - Confirm
8. Amend Disposal History
9. S - against Appearance Date
10. Create Subsequent Appearance
11. Appearance Date
12. Court Code
13. Reason for Appearance, A - Appeal
14. Appearance Owner
15. Select offences for Court reference
16. S - Select offences including existing offence
17. Disposals - Existing Offence
18. Adjudication - Not Guilty
19. Disposal Code 2004
20. Confirm Disposals - Y
21. Add Disposals New Offence

**29. APPEALS - SENT FOR RE-TRIAL**

The following procedure is suggested as a method of retaining a full Arrest/Summons remand history where a **Judge** orders the case to be sent for re-trial and the original conviction to be quashed:

1. #NU on the relevant record
2. ME
3. Mark AS, DH with an X
4. Arrest/Remand Update
5. I - Insert New Remand Details
6. Y - Commence update
7. Add Remand Details
8. B/C/A
9. Remand hearing on <DATE>
10. Court code - add code
11. Next appearing on - leave blank
12. Court code - 9998
13. Text - "<COURT NAME> FOR RE-TRIAL, CONVICTION QUASHED"
14. Amend Disposal History
15. D - against Offence(s) (to de-link)
16. Y - Confirm de-link
17. Amend Disposal History
18. Y - Create
19. Y - Commence update
20. Create Court Case Details
21. Court code - 9998
22. Text - "COURT, \*\*DATE TO BE FIXED\*\*"
23. Court date - blank
24. S - Select offence(s) for appearance

### 30. PRISON WRITE-OFFS

Offences written off as "Inexpedient to Prosecute" (Cleared Offences) may be recorded using the following procedure:

1. #NU on the relevant record
2. Select ME in Page field
3. Mark DH, CU with an X
4. Disposal History page - note date of sentence and Court ref, if available
5. Custody History page - A (Amend custody details), Y (Commence update) **or**, if not present,  
Create - Y
6. Amend/Add Custody Details
7. Custody date - add date of sentence
8. Court ref - add court ref
9. Owner - add Fce/Stn code of officer supplying information
10. Text - "INEXPEDIENT TO PROSECUTE OFFENCES ADMITTED (PRISON WRITEOFFS)"
11. (type of offence, number of cases - wording to suit individual forces)
12. In addition, if an officer provides information re prison visited, a Period In Institution may be created.

### 31. FAILURE TO COMPLY WITH REHABILITATION PROGRAMME

This procedure should be used to record a young person's failure to comply with a rehabilitation programme set up following a Final Warning issued under the Crime and Disorder Act 1998.

1. #NU on the relevant record
2. Select DH in Page field
3. A - Amend the Warning, Y - Commence Update
4. Y - Add/Amend failure to comply details
5. Enter date and details of the informant

Details of the way in which the person failed to comply with the programme are not recorded. Failure to comply is not an offence.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 9

**32. ENTERING AND RESULTING BREACH OF COURT ORDERS****Entering Breach of Court Orders**

1. Breach of 'other' court orders not shown below	These orders <u>must</u> be entered on a separate AS. Enter as Appendix A.
2. Breach of Conditional Discharge	Does not need a separate AS and is added through the DH page to the impending case it is being resulted with.
3. Breach of Suspended Sentences	Does not need a separate AS and is added through the DH page to the impending case it is being resulted with.
4. Breach of Licence:  s.38 Criminal Justice Act 1991  s.40 Criminal Justice Act 1991    s.65 Criminal Justice Act 1991	Not recorded on PNC.  This is where the offender has committed a further offence during the licence period. Does not need a separate AS and can be added through the DH page to the impending case it is being resulted with.  This is where the offender has not committed a further offence so there will be no impending case. It requires an AS and should be entered as Appendix A.
5. Breach of court orders where original offence(s) was non-recordable	These breach offences are not recorded on PNC.
6. Revocation of an order where no breach has occurred	No AS needs to be entered. Add order revoked and date of revocation to original conviction. If re-sentenced for original offences do a subsequently varied – Appendix C.
7. Revocation of an order due to an imprisonment for a new offence	No AS needs to be entered. Add order revoked and date of revocation to original conviction.

**The PNC Manual, version 12.01**

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Appendix 9

**32. ENTERING AND RESULTING BREACH OF COURT ORDERS (cont'd)****Resulting Breach of Court Orders**

1. Breach of 'other' court orders not shown below:  If they are being dealt with for the Breach and the order is not revoked  If the order is revoked and they are being dealt with for the original offences	Result as Appendix B  Result as Appendix C
2. Breach of Conditional Discharge	Result as Appendix D
3. Breach of Suspended Sentences	Result as Appendix D
4. Breach of Licence:  s.40 Criminal Justice Act 1991  s.65 Criminal Justice Act 1991	Result as Appendix D  Result as Appendix D
5. Breach of Court Orders where original offence(s) was non-recordable	Result as Appendix B, stating in text 'IMPOSED FOR NON-RECORDABLE OFFENCES'

**32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX A**

1. #NU
2. AS screen
3. Create AS
4. Process stage – Summons
5. Date and time are mandatory.  
If inputting from court sheet use the appearance date & appropriate time for that day.  
If using the agency’s document input date and time given.
6. Leave the photo location blank
7. Fingerprints are entered as ‘Not Taken’
8. DNA entered as ‘Not Taken’
9. A/S Name as per paperwork
10. Prosecuting Agency – overtype as appropriate
11. Arresting Officer - agency name and rank of CIV
12. Add offence details
13. No reference number or MO needed
14. ACPO code will be located under section 8.7 in England & Wales
15. Date - input date the order was breached
16. Force/station code should reflect where sentencing court was located
17. Opt to enter location address and postcode
18. Confirm offence
19. Enter postal address and postcode of court
20. Opt to create court case & link offence to it
21. Create court case details

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 9

**32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX B**

1. #NU
2. DH screen
3. Link together all AS references appearing on court date
4. R at side of court appearance date and commence update

Result Breach Offence as follows:

5. Enter plea and adjudication
6. Enter 3042 (resulting from original conviction of) and complete date field with date of original conviction
7. If order to continue enter 1040
8. Add new disposal

**32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX C**

1. #NU
2. DH screen
3. Link together all AS references appearing on court date
4. R at side of court appearance date and commence update

Result Breach Offence as follows:

5. Enter plea and adjudication
6. Enter 3042 (resulting from original conviction of) and complete date field with date of original conviction
7. 1029 Order Revoked
8. You now need to go to the original conviction date
9. R at the side of the first offence with the original order showing and add disposal 1029 (Order Revoked)
10. Where the original order is owned by a different force, the force owning the conviction is required to add this disposal.
11. Go back to the original conviction
12. S next to court appearance and commence update
13. Enter the date of the new court appearance
14. Enter court code
15. V in appearance type
16. Appearance owner is the FS ref relating to the court
17. Select the offences that are being re-sentenced
18. Enter the adjudication
19. Add the new disposals and confirm them



**32. ENTERING AND RESULTING BREACH OF COURT ORDERS - APPENDIX D**

1. #NU
2. DH screen
3. Link together all AS references appearing on court date
4. Add the breach offence through the DH page to the Impending Cases using Appendix A to fill in relevant fields
5. R at side of court appearance date and commence update

Result Breach Offence as follows:

For Breach of Conditional Discharge:

6. 3042 (resulting from original conviction of) and complete the date field with date of original conviction
7. Add new disposal

For Breach of Suspended Sentence and Breach of Licence:

8. If non-custodial sentence is given use 3042 as above
9. If offender is returned to prison to serve remainder of sentence use 1055 (unserved from original sentence) and the date of the original sentence in the date field
10. Add new disposal

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 9</span>

**33. CRIMINAL JUSTICE ARRESTEES**

New legislation introduced in England and Wales in 2004 under s.9 and s.10 of the Criminal Justice Act 2003 allows non-intimate DNA samples and Fingerprints to be taken without consent from a person who is arrested for a recordable offence and detained at a police station. The DNA and Fingerprints can then be retained. Where 'No Further Action' (NFA) is taken against the individual there is still a requirement to create a PNC record to provide the necessary links to the DNA and IDENT1 databases. Persons who fall into this category are known as 'CJ Arrestees'.

The procedure for updating the AS and DH pages is as shown in [Chapter 12, section 24](#).

**34. POLICE TO POLICE REMANDS, SECTION 47(3) PACE**

1. #NU on the relevant record
2. AS screen
3. Create new entry
4. Process Stage - Arrested, Process Stage Date - date of arrest; FP and DNA may or may not have been taken
5. Change Prosecuting Agent from CPS to POLICE BAIL
6. Complete Offence Details then select Add Remand Details
7. Enter P (Police Bail) together with the date and Force/Station code
8. Complete Next Appearance Date, then select Add Breach Details if required

The procedure upon answering Police Bail is as follows:

9. Amend Fingerprint Status if required, together with any other information
10. Change Prosecuting Agent from POLICE BAIL to CPS or name of other agency
11. Add New Remand - Police to Court - in normal manner
12. Request the Photo Location page to enter a Photo Location if required
13. \*\* In the case of NFA, Caution, Reprimand or Final Warning, go to the DH page and result as required \*\*

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 9</span>

**35. CONDITIONAL CAUTIONS**

This process should **only** be used for system-generated updates that cannot use the full Conditional Caution software implemented in July 2010 (see PNC L/O Letter 2010/058), which records it as an arrest disposal. The workaround described below is applicable to custody systems that do not yet have the capability to download conditional caution data to PNC as an arrest disposal. It assumes the AS for the offence subject to the Conditional Caution is already on PNC and not linked to a court appearance, or is being input immediately prior to this process as an arrestee.

1. #NU on the relevant record
2. Create court case details
3. Enter Court Code 9998
4. Court Name - police station where caution was administered
5. Appearance Date - date caution was administered
6. Force/Station - determined by the force

**Link Offence to Case**

7. DH page
8. R to result case
9. Plea G
10. Adjudication G
11. Enter 4005
12. Duration - period for which conditions run
13. Y for text
14. On line 1 of text, type the following:
 

Conditional Caution - for details contact FFSS (appropriate Fce/Stn code)

**Upon successful completion of the Condition Period**

15. Select the record
16. DH page
17. S against the case (subsequently varied)
18. Appearance Date - date conditions were completed
19. Court Code 9998
20. Court Name - police station where caution was administered
21. Appearance Date - date original caution was administered

22. S for Reason for Appearance (Sentenced)

23. Force/Station - determined by the force

24. S to select offences

25. Disposal 1117 (Conditional Caution Completed)

**When Conditions are not completed and the offence is put before a court, the process is the same as any standard subsequent appearance.**

26. #NU on the relevant record

27. DH page

28. S against the case (subsequently varied)

29. Appearance Date - court date

30. Enter Court Code

31. Appearance Date

32. S for Reason for Appearance (Sentenced)

33. Force/Station - determined by the force

34. S to select offences

35. Disposal 1118, plus subsequent disposal determined by the court (e.g. fine)

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 9</span>

**36. FIXED PENALTY NOTICES**

It is national policy that all Penalty Notices issued for recordable offences should be recorded on PNC, irrespective of whether they are accompanied by DNA and Fingerprints. Home Office guidance about the issue of Penalty Notices emphasises the need to establish a person's identity and his/her sobriety and ability to understand. It would be helpful to record what identity documents were examined to this end within the text field on the A/S record.

**Create A/S Report - Appendix A**

1. #NU on the relevant record
2. Select AS page
3. Create new entry
4. Process Stage - Reported; Process Stage Date - date of issue; Photo/FP/DNA - as per usual update
5. Prosecuting Agent - police force details
6. Arresting Officer details - issuing officer
7. Add offence details
8. Crime/Offence details - FS Code/Ticket Number/Year
9. Complete ACPO code, Offence Location and Method details
10. Create court appearance details and link offence(s)
11. Use Court Code 9999 for Fixed Penalty
12. Appearance Date - ticket issue date

**Result Fixed Penalty Notice - Appendix B**

1. #NU on the relevant record
2. Select DH page
3. Appearance details - R
4. Check Appearance Date
5. Plea - no plea taken
6. Adjudication - Non conviction
7. Use Disposal Code 1109 - Fixed Penalty Notice
8. Y to create text
9. Type - reference and ticket number

**Issue of Ticket Contested - Appendix C**

1. #NU on the relevant record
2. Select DH page
3. S - subsequent appearance next to date entry
4. Date of appearance at court
5. Create Court details
6. Reason for Appearance - V (Varied)
7. S - select correct offence
8. Adjudication details, either Guilty or Not Guilty
9. Enter correct disposal details

**Appeal against Court Hearing - Appendix D**

1. #NU on the relevant record
2. Select DH page
3. S besides original result details
4. Complete Court Appearance date
5. Create correct Crown Court code
6. Reason for Appearance – A (Appeal)
7. Select offence(s)
8. Complete adjudication and disposal details

**Identity in Dispute - Appendix E**

If the person contests identity and no fingerprints were taken, delete disposal and AS report.

## **APPENDIX 10 – MODUS OPERANDI (MO)** **KEYWORDS**

### **1. INTRODUCTION**

This Appendix provides information about keywording the method (MO) of offences on the Names file using the approved ACPO list of keywords. These are an agreed list of common words and phrases that are not subject to regional variation.

The two main parts of the appendix, Sections 2 and 3, deal respectively with the various MO Keyword categories, including how to use them effectively, and the mechanics of using the update transactions to add MO Keywords.

There is a comprehensive stand-alone program *Keywords on the PNC* to assist anyone involved in MO keywording, which can be supplied on request. For advice about how to keyword specific Modus Operandi or to request a copy of the *Keywords on the PNC* guidance program, use the following contact details:



#### **1.1 When to Use Keywording**

If you look at the methods used for committing a crime, particularly common crimes such as simple theft, you might find that they are carried out in a similar way.

“A woman is walking along a high street with her bag in her hands. A man passes by her, snatches her bag, and runs away.”

Many people could employ this method, as there is nothing special or unique about it. If a searcher was to check for any other offences that used the same MO, they would probably find too many results to check through, and many of them might even be exact matches.

It is important to find things in the crimes method that would qualify as unique in order to carry out a successful search. It might be that the man says something as he grabs her bag, or might have a tattoo, or use some kind of weapon; anything that would make this crime stand out from others.

Because of this, it is not necessary to keyword every single crime. If methods that have no distinguishable characteristics are searched for, or searched against, the results obtained would be of little value. There would either be nothing about the crime that a searcher can use to find any results, or the keywords searched against would be so common that there would be too many results that matched the search criteria. Therefore, it is important that only where the MO is unique, unusual, or containing interesting characteristics, that the crimes are keyworded.

It is also necessary to look at the type of crime that has been committed. Carrying out a method search can be difficult and, like any other task, uses up resources, such as manpower and time. In order to provide results that would be the most beneficial it is important to ensure these resources are allocated effectively. Such as finding those criminals who have, or are likely to, commit serious crimes.

Any offence may be keyworded, and in Section 4 there is an ACPO approved list of offences that should always be considered for keywording because of their nature. It is important to note that the list is not exhaustive, as any offence can be suitable for keywording if the method is unique or peculiar enough to enable an offender to be identified during a QUEST search at a later date.

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 10</span>

Personal descriptions are, in effect, already keyworded on PNC because of their structure but keywording of the method a person uses when committing an offence is a specialised task requiring the identification of suitable keywords that match or cater for the method that is being described. The selection of appropriate keywords is largely a matter of experience or training on the part of those doing the work.

## 1.2 What should be Keyworded

Most crimes can be considered to have a beginning, a middle 'story', and an ending. Consider the following simple example, which includes Keyword categories to illustrate their relative positions within the 'story':

An offender called at a flat (**PREMISES/LOCATION TYPE**) posing as an antiques buyer (**CHARACTER ASSUMED**) to the resident, an infirm female over the age of 60 (**VICTIM**), and he assumed a false accent, gave her a false story and a false name/address (all **MEANS EMPLOYED**). He then returned at night (**TRADEMARKS** - he has done this many times before), went to a window (**ENTRY POINT**) pulled away the putty, removed the glass (**ENTRY METHOD**), entered and then attacked the victim, stabbing her (**MEANS EMPLOYED**) with a screwdriver (**INSTRUMENT USED**). He has never before stolen jewellery or valuables and didn't on this occasion (**TRADEMARKS**), just stealing footwear - a pair of slippers - (**PROPERTY INVOLVED**) before he decamped through the front door (**EXIT POINT**).

Any description of a crime breaks down into several distinct aspects, and can be considered as the 'method', or 'modus operandi' ('mode of operation' in Latin), or MO of committing that crime.

In many cases, offence descriptions will contain simple, common methods. For example, someone snatches a bag from a sleeping woman on a train, or a man assaults another man outside a pub. However, in some cases the method of committing a crime might be unusual or unique. This might be because of the way the crime was carried out, the objects used by the suspect, the things that were said, or even by something particularly unusual about the suspects themselves.

Breaking the story down into these many distinct parts is the key to possibly identifying that same offender when he commits a crime again in a similar manner, as many offenders tend to do the same thing time and time again. If you are entering data, by 'Keywording' offences, you are essentially 'talking' to investigators in the future who will use these same keywords to find the perpetrator of the crime that they are investigating.

The following sections are designed to give people who have little or no idea about the use of keywords within offence methods an insight into what they are, and how they are used on the PNC.



**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 10

**2. KEYWORD CATEGORIES**

Although different criminal offences will have different methods, there are almost always things in common about crimes in general. For example, almost every crime description will have a 'location', a 'victim' and a 'suspect'. It may be that the suspect may use a similar type of location, such as a public lavatory, or a secluded alleyway, where they like to carry out an offence. Or perhaps they may only target victims who are unaccompanied, teenage women. Looking at these aspects of a crime will allow someone investigating the crime to look for similarities between criminal offences, and maybe even identify a suspect.

The following is a list of the categories that can be used to keyword a crime:

PREMISES/LOCATION	The type of premises or venue where the offence took place
ENTRY/EXIT POINT	The actual point of entry/exit to premises, venue or conveyance
ENTRY METHOD	The means used to gain entry to premises, venue or conveyance
MEANS EMPLOYED	The means employed to effect the offence
INSTRUMENT USED	Any article or object used in commission of the offence
PROPERTY INVOLVED	A description of property stolen or attacked
CHARACTER ASSUMED	Any character assumed by the suspect by way of occupation or persuasion in order to commit the offence
TRADEMARKS	Those actions performed by the suspect during the commission of the offence which tend to be peculiar to the suspect
VICTIM	The description of the victim by way of gender, age classification or occupation as relevant to the offence

The following is a description of each category:

**2.1 Premises/Location**

This is where the offence took place, but not all offence locations are straightforward, as in computer or postal crime, for example. At all times bear in mind what the offender was doing, what he planned to do and what he needed to carry out the crime. If this has a bearing on the place or places where the crime was committed then broaden your view and include all such places. For example, a particular type of bomb may require exclusively a Laboratory for preparation, the bombs then to be placed in a series of Bingo Halls. There are thus **two** 'Premises/Location' types – the very specialised location for the bomb's manufacture, and the target premises which are all Bingo Halls. From this you can see that a future investigator can search the specialist nature of bomb manufacture, **or** those people who target Bingo Halls for whatever reason. Both locations are **very** relevant.

Crimes of a nebulous nature, such as the aforementioned computer or postal crime, are more difficult to pin down. Sensible use of the Keywords, always bearing in mind the intention to assist the future investigator, should cover most eventualities. However, it is recognised that, with a keyword system, it is not achievable that absolutely **every** circumstance can be fully covered.

Examples:

Premises/Location – AMBULANCE STATION  
 Premises/Location – BUS STOP  
 Premises/Location – DWELLING FOR SALE

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 10</span>

## 2.2 Entry/Exit Point

This is the small defined area of premises where an intruder makes his entrance. Use these keywords to pinpoint the description of the "ENTRY METHOD".

There could be several entry points within premises, and then more exit points (some offenders may prepare several exit points, to ease their escape if surprised). Consider and include all of them where sensible. Where a **serious** attempt is made to enter, which then proves abortive, carefully consider including this as a Keyword.

For example, an offender is equipped with sophisticated hydraulic jacking apparatus, and goes to work on a heavily fortified window of secure premises. Having defeated the iron bars he is unable to gain further entry because of an item of heavy machinery that had recently been bolted to the floor just inside. He then makes his entry by cutting a hole in the roof (not using the hydraulic jack). Quite clearly, a future investigator searching for 'hydraulic jack' burglars would like to know of this offender, and just because the offender failed at this entry attempt (gaining entry elsewhere) it should, nevertheless, be included. Pathetic, ineffectual attempts at entry should be ignored, otherwise the effectiveness of the database will be compromised. However, if strong doubt exists on this point, then err on the side of safety and **include** the location of attempts at entry.

Examples:

Entry/Exit Point – CEILING

Entry/Exit Point – CELLAR

Entry/Exit Point – WINDOW

## 2.3 Entry Method

This is the means that an offender has used to gain entry to target premises, such as 'pulling out putty' and 'removing glass' from a window. It includes all activities that gain the offender entrance, the method of initial approach to those premises, odd circumstances such as the offender hiding on premises before they are secured by the key holder, or where his serious efforts are frustrated.

When creating an entry on the database, only include those activities which could be considered as **serious** attempts at entry, but WALKED IN / INSECURE is a valid entry for that type of persistent 'walk-in thief'. Pathetic, ineffectual attempts should not be considered, otherwise the effectiveness of the database will be compromised. When in any doubt, use good sense to anticipate the questions that will be asked about 'your' offender by future investigators - will they **really** be interested in 'your' offender's, unlikely-ever-to-be-repeated, stupid, ineffectual actions? (Juveniles are often the perpetrators of these types of silly attempts). However, if strong doubt exists on this point, then err on the side of safety and **include** all the attempts at entry.

When searching the database for an offender, consider the expertise/knowledge demonstrated by the offender's actions. Unless the offence is one of a series, you will be unlikely to gain a good response if the means of entry is haphazard, stupid, clumsy, etc, but clever, skilful or distinctive offences will stand out as being worth searching for.

Examples:

Entry Method – APPROACH METHOD PREMISES FROM REAR

Entry Method – ATTACK METHOD PREMISES HINGES

Entry Method – RAM RAID

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 10</span>

## 2.4 Means Employed

This refers to the physical activities of the offender when carrying out the offence. They can include activities that precede the actual commission of the crime described, as well as subsequent activities.

This is the category that can include the majority of information about the actual offence itself (the middle 'story' referred to in the Introduction) and therefore requires the very broadest of thought. Consider almost every word and aspect of the offence in question. It is important that you go beyond the actual offence itself when considering this section; for example in our Introduction we describe a crime (albeit bizarre!) where an offender had earlier provided a victim with false details to allay suspicion when 'casing' the premises/victim, and **before** the eventual offence was committed.

If you are engaged in entering Keywords onto PNC consider the impact that your interpretation of this crime, and the attendant Keywords that you choose, will have upon investigators in the future searching for your offender. Try to view the offence in its very widest context.

If you are an investigating officer using QUEST to search, then consider the many separate actions of your offender rather than the offence as a whole. Often, a small part of an offender's actions can be repeated time and time again, yet the various offences can be very different in nature. For example, the offender who is OFFERING FINANCIAL ADVICE as part of a FRAUD can use the same OFFERING FINANCIAL ADVICE story to gain admittance to premises in order to carry out a SEXUAL ASSAULT.

Examples:

Means Employed – ABDUCTION

Means Employed – ADVERT INSERTED FOR ARTICLES FOR SALE

Means Employed – OFFENDER CLOTHING CHANGED

## 2.5 Instrument Used

This describes **any** item, apparatus, device or other 'assistance' used by the offender to carry out the offence. This could include the obvious LEVER used by a burglar, or EXPLOSIVE USED by a safecracker, through to a FALSE MARRIAGE CERTIFICATE used in a fraud, SOCKS WORN ON HANDS or RANSOM NOTE LEFT.

Common sense should be used when considering this set of Keywords. Very unusual items will not be listed, so the closest match to a similar item(s) should be used.

Examples:

Instrument Used – BAG PILLOW CASE

Instrument Used – CONVEYANCE CAR SPORTS

Instrument Used – FIREARM HANDGUN

## 2.6 Property Involved

This refers to any item(s) stolen, taken or otherwise appropriated by the offender. It can also include items targeted by the offender, if his attempts at acquiring them prove abortive.

Do not confuse with the INSTRUMENT USED category, although the item(s) could occasionally be one and the same, in which case they should be mentioned in both categories.

<b>The PNC Manual, version 12.01</b> For Use By Authorised Staff Only <span style="float: right;">Appendix 10</span>
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Common sense should be used when considering this set of Keywords. Very unusual items will not be listed, so the closest match to a similar item(s) should be used.

Examples:

Property – CARDS CASH  
 Property – COMPUTER EQUIPMENT CPU BOX  
 Property – CONVEYANCE FIRE ENGINE

## 2.7 Character Assumed

This refers to any **false** persona adopted by the offender, and **not** to any genuine trade, occupation, position, group, etc. It is important to be able to differentiate between those offenders who just pose as the member of a certain group, and genuine members of that group. It is the offender **posing** as someone they are not that is important here. Obviously, who they are posing as is equally important. Therefore a genuine babysitter who steals is of no interest in this section, whereas someone who gains entry to premises by posing as a BABY SITTER quite clearly is.

Whether you are entering Keywords onto the system, or searching the system for offenders, it is important to make this differentiation between "posing" and "genuine" (if the offender is genuine, then an update or search should be made of the 'Occupation' field). Where a distinctive character is apparent within the context of a crime search, to be on the safe side both 'Character Assumed' and the 'Occupation' fields should be searched as a matter of course, unless it is known for certain that the character is bogus. One or two characteristics cannot be described as 'Occupations' (e.g. a genuine Transvestite) but should be treated in the same way, by entering or searching in 'Character Assumed', 'Warning Signals', 'Occupation' fields etc - but these few characteristics are exceptions.

Examples:

Character Assumed – ALCOHOLIC  
 Character Assumed – DISABLED  
 Character Assumed – OFFICIAL ELECTRICITY BOARD EMPLOYEE

## 2.8 Trademarks

This refers to those unusual or distinctive activities of the offender that he has used before and is now repeating, and is potentially the most powerful and rewarding of the Keywords categories. In fact, this is true 'Modus Operandi', if you consider that, while **every** offence has some sort of a 'method', genuine MO should be the offender repeating the same action(s) over and over again, so that they can be considered to be his 'Trademark'.

If you are engaged in entering Keywords onto PNC then it is essential that, before using this section, you verify that this offender has committed this action before, elsewhere (ideally at least twice). The action may be described in the current series of offences, or it may be listed within his Criminal Record, Intelligence, etc. You will see that to use this section in any other way will reduce the effectiveness of QUEST in isolating those repeat or specialist offenders.

If you are using QUEST to search for an offender then, depending upon the circumstances, this is possibly the first section that you should consider searching, particularly if your offender has committed a series of very unusual offences, all in the same manner.

Examples:

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 10</span>

Trademarks – ABANDONED

Trademarks – CONVEYANCE USED BURNED

Trademarks – FALSE DETAILS GIVEN

## 2.9 Victim

This is any person, persons or organisation suffering from the offender's activities. There can often be more than one Victim. A Victim can often be distinctive because of one or more features or activities, and the Keywords in this section reflect this. For example, an offender may only target INFIRM victims ACCOMPANIED BY CHILD. You must therefore not just consider the victim in isolation, but with all attendant circumstances.

Try to think laterally - "Why was **this** person a victim?" or "What was it about the **person**, their **activity** or **presence** that made them a victim?" and you will often realise that it was, for example, the encumbrance of being ACCOMPANIED BY ANIMAL or only the vulnerability of the victim being DRUNK that enabled them to be a victim.

If you are engaged in entering Keywords onto PNC, you are communicating with investigators in the future, so try to understand why the offender targeted this particular victim(s), and reflect this in your choice of Keywords.

If you are searching for an offender using QUEST, be careful about being **too** specific in your choice of Victim Keywords - the fact that 'your' particular suspect attacked a FEMALE 31 TO 40 may be quite correct, but not necessarily representative of all his previous activities. A 'wider' search can often bring more satisfactory results, albeit with more choice!

Examples:

Victim – MALE 21 TO 30

Victim – POLICE INFORMER

Victim – TRANSVESTITE

## 3. MO KEYWORD TRANSACTIONS

### 3.1 Addition of MO Keywords ( #NK)

This transaction allows operators to create/amend text and keyword data relating to the MO (method) used to commit recorded offences. Operators not authorised to enter keywords onto a record will be presented with the following warning if they attempt to add them to the record:

METHOD DETAILS HAVE BEEN CREATED/AMENDED. YOU HAVE NO ENTITLEMENT TO UPDATE MO KEYWORDS. PLEASE TAKE APPROPRIATE ACTION.  
PRESS <SEND> TO CONTINUE

It is not possible using this code to create a "new" Names record. The required input is a PNCID/CRO reference, Checkname, Fce/Stn code of the originator, Crime/Offence Reference and Fce/Stn code of the Owner. If the free text MO has already been entered it will be displayed first. Where appropriate, this may be amended. The ENTER METHOD TEXT screen is a standard free text screen for input of the text which would generally be written on a source input document. If any text is amended, consideration must be given to amending the recorded keywords where applicable.

The Method and any associated keywords relate to all offences for the subject that quote the same Crime/Offence Reference. On pressing SEND, the keyword entry screen will be displayed. An explanation of the keyword categories is provided in [Section 2](#) of this appendix. The entry of misspelt and/or non-existent keywords is not permitted by the

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Appendix 10</span>

system. If this is attempted, an error message is displayed towards the top of the screen.

### 3.2 Entering Keywords

The screen allows for one keyword (or keyword phrase) to be entered per line. For those sections that are likely to warrant more than one entry, i.e. Entry Method, Means Employed and Trademarks, more space has been allocated. This is displayed when the '+' sign is entered in the field following the text field, at the end of the line. When the initial screen is complete the system defaults to a screen specifically for the entry of further keywords in the categories marked with a plus character. The initial keyword is carried over to this screen. A further 17 keywords may be added to that screen. If more input fields are required, the SECOND PAGE? N default should be changed to Y. This allows the addition of a further 18 keywords for that particular category to the list already entered. This means that no more than 36 keywords (or phrases) per category can be entered.

The sequence continues in a descending order for each category where a '+' sign has been entered. In each case the keyword is validated against the permitted entries held in the system tables.

When entering keywords a "Help" facility is available. Access to the "Help" is by way of a "?" entered in the relevant input field. The first screen displays a one-line definition of the keyword category. The required input is to enter either the first known letters of the category to be searched for or a text string that is believed to appear in the body of the keyword.

The entire list of keywords relevant to that category can be displayed by entering an asterisk character in the first input field. Selection of a keyword from the table is made by entering an X and pressing the SEND key. This causes the selection to be automatically entered onto the keyword screen. This process only allows the selection of one keyword at a time and must be repeated if further keywords are to be selected using this method.

The tables may be used as an 'aide memoire' rather than referring to a hardcopy, but this should be avoided wherever possible to prevent the tying up of the terminal, record and Help tables. The full list of keywords is included in the Data Definitions issued periodically by NPIA.

The keywords entered must be chosen carefully. Only those that accurately describe the known circumstances of the offence being described should be entered. They **must not** enter into the realms of conjecture to cater for what might have been.

After all of the keywords have been entered, a display, on one or more screens, shows the keywords entered. Only forward paging is allowed from this point.

### 3.3 Other Transaction Codes

It is possible to add details to a record regarding the Method by using the transaction codes #NU, #AU, #AV and #CU. The mechanics of each of these codes are discussed in [Chapter 11](#) and [Chapter 12](#) of this manual.

The rules regarding the completion of free text and keyword entry are the same as already discussed above. When using one of these transaction codes, an operator who does not have the necessary authority to enter keywords will not be allowed access to this part of the Method. On completion of the free text and keywords using one of the four codes above, the system defaults to the next screen in the transaction.

**The PNC Manual, version 12.01**

For Use By Authorised Staff Only

Appendix 10

**4. OFFENCES CONSIDERED WORTHY OF MO KEYWORDING**

All offences in the following categories, including, attempts and conspiracies, represent those considered serious enough to be worthy of keywording:

Aggravated Burglary

Arson

Assaults that are serious and involve a notable method, including racially motivated assaults

Blackmail

Buggery

Burglary Artifice/Bogus Official

Burglary where Firearms/Explosives are stolen

Burglary with intent to Rape

Child Destruction

Contamination Offences

Counterfeiting and Forgery of currency

Drug offences involving importation or possession with intent to supply

Explosive Offences

False Imprisonment

Firearms offences, involving the criminal use of firearms

Fraud, serious or organised

Infanticide

Kidnapping, to include Abduction and Extortion

Manslaughter

Murder

Offences, other than sexual, involving children, e.g. possession of indecent photographs

Offences where there is evidence that the offender is a member of a group, e.g. Triads

Offences where there is evidence that the offender is a member of a terrorist organisation

Rape

Robberies involving cash in transit, banks, post offices and building societies

Robberies involving the use of Firearms

Sexual offences against children

Theft of Heavy Duty Goods Vehicles and Plant

Theft of high value loads (£50k+)

Threats to kill

Treason

Additionally, any offence that contains an unusual or distinctive MO, or is of particular interest to a force or region, should be keyworded.

**APPENDIX 11 – MATRIX OF DATA ITEMS FOR EACH FCH REPORT TYPE**

FCH Report Type		Firearm	Firearm	Firearm	Shotgun	Shotgun	Firearm	Shotgun	Dealer	Dealer	Explosives	Explosives	Explosives	Explosives	Explosives	
Application Form Reference		Form 101	(no form)	Form 101	Form 103	(no form)	Form 107	Form 107	Form 116	Form 116	COER/1	COER/1	COER/1	COER/1	COER/2	
Data Items	Data Def Ref	Notes														
Certificate type	250	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
*Certificate status	251	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
*Certificate number	252	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
*Certificate start date	253	F	X	X	X	X	X	M	M	X	X	X	X	X	X	M
*Certificate Expiry date	254	F	C1	C1	C1	C1	C1	M	M	C1	C1	C1	C1	C1	C1	M
*Issuing FFSS	255	F	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Surname/Forename(s)	256 (2)	P	M	M	M	M	M	M	M	M	X	M	M	X	X	M
Other surname/Forename(s)	257 (125)	P	O	O	O	O	O	X	X	O	X	O	O	X	X	X
Company Name	258	P	X	X	X	X	X	X	X	M	M	X	X	M	M	X
Other company name	259	P	X	X	X	X	X	X	X	O	O	X	X	O	O	X
Date of birth	260 (4)	P	M	M	M	M	M	M	M	M	X	M	M	X	X	M
*Sex	5	N	O	O	O	O	O	O	O	O	X	O	O	X	X	O
*Colour	6	N	O	O	O	O	O	O	O	O	X	O	O	X	X	O
Height	7	N	M	M	M	M	M	O	O	O	X	O	O	X	X	O
Place of birth	8	N	M	M	M	M	M	O	O	M	X	M	M	X	X	M
Nationality	18	N	M	M	M	M	M	M	M	M	X	O	O	X	X	M
Occupation	24	N	M	M	M	M	M	O	O	M	X	O	O	X	X	O
Home (UK) address	261 (95)	P	M	M	M	M	M	M	M	M	X	M	M	X	X	M
Post code	(95)		M	M	M	M	M	M	M	M	X	M	M	X	X	M
Telephone number	(098)		O	O	O	O	O	O	O	O	X	O	O	X	X	O

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The PNC Manual, version 12.01

Appendix 11

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			Firearm	Firearm	Firearm	Shotgun	Shotgun	Firearm	Shotgun	Dealer	Dealer	Explosives	Explosives	Explosives	Explosives	Explosives
			Temporary	Club	Club	Temporary	Temporary	Visitor	Visitor	Company	Company	Acquire	Acquire/keep	Company	Company	Visitor
			(s.7)	Secretary	Secretary	(s.7)	(s.7)							Acquire	Acquire/keep	
Club Name	262	F	X	X	M	X	X	X	X	X	X	X	X	X	X	X
Club Address	268 (95)	P	X	X	M	X	X	X	X	X	X	X	X	X	X	X
Post code	(95)		X	X	M	X	X	X	X	X	X	X	X	X	X	X
Telephone number	(98)		X	X	M	X	X	X	X	X	X	X	X	X	X	X
Overseas address	263 (95)	P	X	X	X	X	X	M	M	X	X	X	X	X	X	M
Post code	(95)		X	X	X	X	X	O	O	X	X	X	X	X	X	O
Telephone number	(98)		X	X	X	X	X	O	O	X	X	X	X	X	X	M
Business address	264 (95)	P	O	O	X	O	O	X	X	X	X	X	X	X	X	X
Post code	(95)		O	O	X	O	O	X	X	X	X	X	X	X	X	X
Telephone number	(98)		O	O	X	O	O	X	X	X	X	X	X	X	X	X
Company address	265 (95)	P	X	X	X	X	X	X	X	M	M	X	X	M	M	X
Post code	(95)		X	X	X	X	X	X	X	M	M	X	X	M	M	X
Telephone number	(98)		X	X	X	X	X	X	X	M	M	X	X	M	M	X
Additional Company address	265 (95)	P	X	X	X	X	X	X	X	O(20)	O(20)	X	X	O(20)	O(20)	X
Post code	(95)		X	X	X	X	X	X	X	O(20)	O(20)	X	X	O(20)	O(20)	X
Telephone number	(98)		X	X	X	X	X	X	X	O(20)	O(20)	X	X	O(20)	O(20)	X
*European Pass	266	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X
*Reason for Cancellation	269	F	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
*Application status	271	F	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3	C3
*Application Reference number	272	F	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5	C5
*Application Expiry date	273	F	C6	C6	C6	C6	C6	C7	C7	C6	C6	C6	C6	C6	C6	C7

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**The PNC Manual, version 12.01**

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Appendix 11

**Minimum requirement for nominal input data as part of BRC**

Validation rules for certain fields in any reports created as part of a BRC exercise are relaxed as follows:

FCH Report Type	Firearm	Firearm	Firearm	Shotgun	Shotgun	Firearm	Shotgun	Dealer	Dealer	Explosives	Explosives	Explosives	Explosives	Explosives
		Temporary	Club		Temporary	Visitor	Visitor		Company	Acquire	AcquireKeep	Company	Company	Visitor
		(s.7)	Secretary		(s.7)							Acquire	AcquireKeep	
Height	0	0	0	0	0	0	0	0	X	0	0	X	X	0
Place of birth	0	0	0	0	0	0	0	0	X	0	0	X	X	0
Nationality	0	0	0	0	0	M	M	0	X	0	0	X	X	M
Occupation	0	0	0	0	0	0	0	0	X	0	0	X	X	0

<b>DATA REQUIREMENT</b>	
M	Mandatory item for this Certificate Type
O	Optional item for this Certificate Type
X	Item not valid for this Certificate Type
O(20)	Up to 20 optional occurrences
C1	Conditional item, depending on Certificate Status as follows: <ul style="list-style-type: none"> <li>• Status INITIAL APPLICATION RECEIVED or RENEWAL APPLICATION RECEIVED - item not valid</li> <li>• Status APPLICATION REFUSED, APPLICATION WITHDRAWN, REVOKED or CANCELLED - item is mandatory and indicates the date on which certificate ceased to be active</li> <li>• Status CURRENT, EXPIRED or EXPIRED POTENTIAL UNLAWFUL POSSESSION - mandatory item for this Report Type</li> </ul>
C2	Mandatory if Certificate Status is CANCELLED; not valid otherwise
C3	Certificate Status or Application Status or both must be present (depending on the values in each)
C4	Must be present if Certificate Status is present; not valid otherwise
C5	Must be present if Application Status is present; not valid otherwise
C6	Conditional item, depending on Application Status as follows: <ul style="list-style-type: none"> <li>• Status INITIAL APPLICATION RECEIVED or RENEWAL APPLICATION RECEIVED - item not valid</li> <li>• Status APPLICATION REFUSED, APPLICATION WITHDRAWN or APPLICATION CANCELLED - item is mandatory and indicates the date on which the application ceased to be active</li> </ul>
C7	Must be present if Application Status is present; not valid otherwise

\* indicates data items not present on the application form

**Notes column:**

F = item held in the FIREARMS-CERTIFICATES record

P = item held in PERSONS-MASTER / ALIAS-MASTER / ADDRESS as appropriate with a reference to it held in the FIREARMS-CERTIFICATES record

N = item held in PERSONS-MASTER / PERSONS-EXTE as appropriate with no reference held in FIREARMS-CERTIFICATES

<b>The PNC Manual, version 12.01</b>
For Use By Authorised Staff Only <span style="float: right;">Index</span>

**#**

#AU..... 331, 336, 346, 351, 353, 369, 545  
 #AV..... 301, 330, 331, 346, 545  
 #BA..... 137  
 #BB..... 22  
 #BE..... 137  
 #BN..... 135  
 #BR..... 137  
 #CI ..... 331, 332, 365  
 #CU..... 332, 360, 365, 366, 367, 369, 545  
 #DA ..... 414  
 #DB ..... 432  
 #DC ..... 415, 487  
 #DD ..... 415  
 #DI ..... 414  
 #DL..... 151, 279, 424  
 #DN ..... 279  
 #DQ ..... 432  
 #DT..... 415  
 #MM..... 17, 19  
 #NA..... 302, 476  
 #NC ..... 302, 476  
 #ND ..... 200, 335  
 #NE..... 149, 250, 254, 275, 276, 279, 307,  
 318, 331, 337, 393, 394, 395, 454  
 #NG ..... 337, 355, 369  
 #NI ..... 302, 476  
 #NK ..... 302, 337, 476, 544  
 #NL..... 302, 476  
 #NM ..... 302, 476  
 #NN ..... 301, 476  
 #NP..... 302, 476  
 #NR ..... 470  
 #NS..... 469  
 #NU ... 283, 284, 286, 301, 302, 328, 331,  
 332, 336, 337, 346, 351, 353, 355, 360,  
 365, 366, 367, 369, 380, 392, 393, 394,  
 410, 412, 502, 503, 504, 505, 506, 507,  
 509, 510, 511, 513, 515, 516, 517, 518,  
 519, 520, 521, 522, 523, 524, 525, 526,  
 533, 534, 535, 536, 537, 545  
 #NW ..... 301, 302, 476  
 #PE ..... 122, 125, 127  
 #PI..... 122  
 #PM ..... 128  
 #PS ..... 128  
 #PU ..... 125  
 #QA ..... 70, 74, 143, 303  
 #QB ..... 138, 144  
 #QC ..... 144  
 #QE..... 149, 434  
 #QF..... 7, 44, 49, 144  
 #QH ..... 149, 434  
 #QN ..... 144, 243

#QO ..... 145, 243  
 #QP..... 145  
 #QS ..... 145  
 #QU ..... 20, 146  
 #QV12, 146, 198, 270, 449, 467, 483, 485,  
 487  
 #SC..... 18, 464  
 #SD..... 465, 466  
 #SE..... 465  
 #SG..... 465  
 #SL ..... 466  
 #SP ..... 18, 19, 465  
 #SU..... 464, 465  
 #SZ..... 18, 19, 466  
 #TE ..... 149, 151, 152  
 #VC..... 59, 63, 64, 68, 75, 76, 81, 149  
 #VE..... 19, 61, 62, 63, 64, 69, 149  
 #VF ..... 59, 69, 70, 74, 151  
 #VH..... 59, 63, 70, 79, 80, 82, 84, 149  
 #VI..... 62, 70, 111, 112  
 #VK..... 64  
 #VL ..... 59, 68  
 #VM ..... 59, 62, 63, 67, 68, 149  
 #VO ..... 64  
 #VP ..... 59, 63, 68, 75, 149  
 #VQ ..... 49, 65, 72  
 #VR..... 59, 63, 70, 79, 149  
 #VS..... 9, 68, 70, 71, 75  
 #VU..... 81, 84, 87  
 #VV..... 84  
 #VW..... 84  
 #VX..... 84  
 #WA..... 393  
 #WD..... 394  
 #WI..... 393  
 #WR..... 209, 395  
 #WT ..... 394

**A**

A/S Name..... 321, 342  
 A/S Number..... 151  
 AB (Internal cross-reference) ..... 271  
 AB page ..... See Alias Dates of Birth  
 Abbreviations  
     ACPO ..... 27, 58, 136, 234  
     Vehicle Body Types ..... 49  
 Accent..... 273, 297  
 Access Northern Ireland ..... 8, 9  
 Accuracy of data..... 15, 20, 58, 94, 129  
 ACPO ... 1, 4, 227, 245, 311, 323, 345, 346,  
 360  
 ACPO Compliance Strategy for PNC.. 14, 15,  
 16  
 ACRO ..... 1, 36, 229, 232, 317, 372

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

- ACTION Report....56, 58, 59, 60, 83, 85, 89,  
 91, 92, 93, 94  
   Adding .....91  
 AD page ..... See Addresses  
 Add custody details.....353, 355  
 Address and Postcode Enquiry (#QA)70, 74,  
 143  
 Addresses (AD) .....260, 274, 302, 303, 314  
 Adjourned Sine Die.....247, 507  
 Administrative Data (AM) ..... 245, 260, 278  
 AG (Warning Signal) ..... 264  
 Airwave..... 8, 19, 20, 25, 26, 43  
 AL page..... See Alias Names  
 Alias Dates of Birth (AB)..... 257, 260, 262,  
 263, 272, 283, 342, 446  
 Alias names ..... 9  
 Alias Names (AL)..257, 260, 262, 272, 283,  
 289, 367, 368, 410, 446, 456  
 AM page..... See Administrative Data  
 Amending a DD report (#DA).....414  
 Amending a WM report (#WA) .....393  
 Amendments and updates  
   DD application .....410  
   General policy .....282  
   WM application .....382  
 Animals.....See Property Type  
 ANPR .. 26, 85, 88, 89, 91, 93, 94, 151, 183  
 Appeals .....518  
   Amending custody details.....520  
   Dismissal .....521  
   Early removal of disqualifications.....411  
   Offence amended/Sentence varied.....524  
   Sent for re-trial.....525  
   Suspension of disqualification .....522  
 Arrest checks ..... 9  
 Arrest/Summons (A/S)  
   A/S History..... 260, 261, 262  
   A/S Reference...253, 319, 320, 321, 322,  
   325, 336, 344  
   A/S Report 232, 268, 275, 278, 284, 306,  
   319, 326, 343, 366  
   A/S Update (#AU) .....336  
   Adding offence details.....348  
   Amend A/S Descriptive Detail (#AV)..331  
   Amending report details .....329  
   Further remands .....353  
   Number of occurrences.....283  
 AS (Information Marker) .....267  
 As Notified by Police/Local Authority .....52  
 AS page ..... See Arrest/Summons  
 Asset Information (AS).....267, 287  
 AT (Warning Signal) ..... 264  
 AT RISK ..... 1, 248, 317, 358, 517  
 Authorised Persons .. 13, 18, 21, 23, 53, 94,  
 129, 139, 155  
 AVCIS ..... 86, 221  
**B**  
 Back Record Conversion ..... 1, 248, 508  
 Bail  
   Add bail address..... 353, 354  
   Add Bail Conditions..... 353, 354  
   Bail Conditions (BC)..260, 262, 283, 322,  
   399, 407  
   Breach of Bail Conditions... 267, 353, 447  
   Committed on Bail..... 319, 345  
   Conditional Bail .....519  
   Fails to Appear ..... 3, 267  
   Offends on bail..... 268, 446  
   Police Bail..... 351, 353  
   Released pending appeal .....519  
   Remand details ..... 330, 353  
   Warrant backed for bail.....390  
   Warrant of Commitment..... 6  
 Barred User-ID..... 18  
 Batch and media services ..... See Computer  
   Operations  
BATCH PROCESSING.....155  
 BB (Information Marker).....267  
 BC page ..... See Bail Conditions  
 Richard 7..... 1  
 Richard Inquiry .....226  
 Bindovers .....505  
 Blocked Vehicles..... 53, 85, 89  
 British Forces Germany Vehicles ..... 49  
 Broadcast  
   Acknowledge Receipt of Message (#BA)  
   .....137  
   Amend Force Broadcast Terminals .....137  
   Amendment Facilities .....137  
   Broadcast Group Enquiry (#QB) 138, 144  
   Cancellations .....141  
   Circulation within Forces .....140  
   Classification of Messages.....138  
   Control.....139  
   Creating Message (#BN) .....135  
   Cross References.....141  
   Deletion of Messages .....138  
   Destination Groups ..... 143, 146, 217  
   Details of Offence .....140  
   Extent of Circulation .....140  
   Fall Back Procedure .....139  
   Message Addresses.....135  
   Message Content.....136  
   Message Enquiry (#BE) .....137  
   Message Length ..... 136, 140  
   Monitoring .....141  
   Named Persons Fields .....136  
   Number..... 136, 137, 150, 182  
   Overview of the application.....135  
   Person In Circulation.....136  
   Port Warnings .....139  
   Printers and terminals.....137  
   Priority  
     EXPRESS .....138  
     PRIORITY .....138  
     ROUTINE .....138  
   Purpose of the Application .....135

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

- Receipt Enquiry (#BR) ..... 137  
 Receipt Message..... 137  
 Retrievals and Enquiries ..... 137  
 Scheme rules ..... 138  
 Security ..... 139  
 Stolen Motor Vehicles or Plant..... 140  
 Stolen Property ..... 141  
 Suspected Offenders ..... 140  
 System responses ..... 136  
 Training Facilities ..... 138  
**BROADCAST APPLICATION**..... 135  
 Buckley Scott Associates ..... 36, 216  
 Build ..... 272, 292  
 Bulletin Board (#BB)..... 22  
 Bulletin Board (Training) ..... 22  
 Business addresses ..... 274  
 Bypass transactions ..... 301, 336, 476  
   Address update (#NA) ..... 302  
   Amend A/S descriptive detail (#AV)... 331  
   Arrest/Summons update (#AU)..... 336  
   Create disposal group (#CI) ..... 331  
   Description and MSA update (#NM) ... 302  
   Information Marker update (#NI) ..... 302  
   Local Reference update (#NL) ..... 302  
   Maintain Custody/Release details (#NG)  
     ..... 337  
   Maintain disposal group (#CU)..... 332  
   Maintain MO (#NK)..... 337  
   MO Keyword update (#NK) ..... 302  
   Nominal update (#NN)..... 301  
   Photograph location update (#NP)..... 302  
   Police Circulation Reference update  
     (#NC)..... 302  
   Warning Signal update (#NW) ..... 301  
**C**  
 Caravan Registration Identification Scheme  
   ..... 119  
 Caution 319, 323, 324, 332, 338, 366, 446,  
   494, 498  
 CD (Information Marker) ..... 267  
 Certificate Type ..... 549  
 CESAR ..... 36, 117  
 CH page ..... See Characteristics  
 Characteristics (CH)..... 260, 277, 382, 399  
 Cherished Transfers ..... 49, 50, 55, 84, 102,  
   219  
 CJX..... 11  
 CL (Warning Signal)..... 264  
 Club Name ..... 548  
 CO (Warning Signal)..... 264  
 Colour..... 253, 263, 291, 547  
   Person ..... 136, 149  
   Property ..... 117, 118, 119, 120  
   Vehicle..... 49, 66, 68, 73, 76, 95  
 Combined Directory ..... 10, 20, 139  
   Address/Postcode Enquiry (#QA).. 70, 74,  
     143  
   Broadcast Group Enquiry (#QB) .138, 144  
   Court Enquiry (#QC)..... 144  
   Force Detail Enquiry (#QF) ..... 7, 49, 144  
   Names Reference Table Enquiry (#QN)  
     ..... 144  
   Names Verification (#QV)..... 146  
   Offence Code Enquiry (#QO)..... 145  
   Post Centre Enquiry (#QP)..... 145  
   Purpose of application ..... 143  
   Specify DAF Requirements (#QV)12, 146,  
     198  
   Station Detail Enquiry (#QS) ..... 145  
   Update Force/Station Details (#QU)... 20,  
     146  
**COMBINED DIRECTORY** ..... 143  
 Communications Network ..... 13, 25  
 Company Name..... 547  
 Company Names ..... 251, 289  
 Compound Names ..... 251  
 Computer Operations ..... 11, 13, 155  
 Conditional Cautions .... 260, 262, 366, 367,  
   534  
 Confirmation of DD expiry date (#DC) .. 415  
 Confirmation of LOS Reports ..... 86  
 Confirmed Dead (CD)..... 267  
 Connecting to PNC..... 17  
 CORrection Report ..... 51, 60, 83, 85  
 Corrupted records..... 24  
 Court Codes..... 146  
 Court Enquiry (#QC)..... 144  
 Court/Defence/Probation Print..... 447, 448  
 Courts martial..... 350  
 Crime/Offence Reference ..... 275, 319, 328,  
   344, 544  
 Crimelink..... 10, 20, 26, 42  
 Criminal Record Office (CRO) ..... 245  
 Criminal Records Bureau ... 8, 9, 26, 28, 36,  
   235  
 Criminal Records Bureau (CRB) ..... 2, 229  
 CRO Number.. 10, 150, 159, 160, 161, 162,  
   168, 182, 250, 253  
 CRO Reference ..... 253  
 Crown Prosecution Service..... 342  
 CU page ..... See Custody History  
 Current applications..... 10  
 Custody details update..... 517  
 Custody History (CU) ... 260, 319, 322, 325,  
   331, 337, 361, 369, 396  
**D**  
 Daily Activity File..... 12, 146  
   Specify Requirements (#QV) 12, 146, 198  
 Daily Activity File (DAF)  
   DAF print..... 292  
   DAF Print.. 227, 270, 276, 307, 381, 445,  
     449  
   DAF Reports Matrix..... 483  
   Special DAF Reports..... 487  
 Data Definitions ... 243, 287, 288, 299, 312,  
   337, 438, 439, 441, 545

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

- DATA Field.....19  
 Data Protection 21, 22, 23, 60, 79, 126, 129  
 Data Protection Officer .....91  
 Datatag ID Ltd .....36  
 Date of Birth ..... 252, 262, 272, 291  
 Date/Time Stamp ..... 21, 141, 148  
 DD page..... See Disqualified Drivers  
 DE page ..... See Description  
 Deleting a DD report (#DD).....415  
 Deleting a WM report (#WD) .....394  
 Department of Constitutional Affairs ..... 146  
 Deportation ..... 230, 323, 365  
 Deportee or ERS (DP) .....230, 267  
 Description (DE)..... 260, 263, 382  
   Accent .....273, 297  
   Build.....272, 292  
   Colour.....291  
   Date of Birth ..... 291  
   Ethnic appearance ..... 292  
   Eye colour .....272, 293  
   Facial hair .....273, 296  
   Glasses worn .....272, 293  
   Hair .....273  
   Hair colour.....294  
   Hair features.....296  
   Hair type .....294  
   Handedness .....273, 294  
   Height.....272, 292  
   Last updated by ..... 278  
   Marks, scars, abnormalities .....273, 298  
   Nationality.....273, 298  
   Place of birth .....297  
   Sex.....291  
   Shoe size .....272, 292  
 Description update (#NM) ..... 302  
 Descriptive File facility (DF) ..... 261  
 DESTROYED Report ..... 57, 60  
 Destruction Orders ..... 505  
 Detained Report  
   Addition of.....381  
   Auto Broadcast.....393, 404  
   Number of reports .....389  
   Weeding of .....395  
 Development Computer System .....25  
 DH page..... See Disposal History  
 Diplomatic Privilege ..... 50, 55, 102  
 Direct Export ..... 50, 55, 102  
 Directly Connected Terminals 7, 17, 25, 149  
 Disaster Recovery System ..... 11, 25  
 Disclosure Scotland .....8, 9  
 Discontinued Cases..... 505  
 Disposal History (DH)... 260, 262, 283, 319,  
   324, 329, 332  
 Disposal Notified/Keeper Query .....52  
 Disposal Summary (DS) .....260, 323  
 Disposals.....321, 360  
 Disqualified Drivers (DD)  
   Confirmation of reports .....410  
   DD element .....228, 250, 258, 260, 262,  
     279, 382  
   Drink/Driver Rehabilitation ..... 411, 523  
   New records.....284  
   Number of occurrences.....283  
   Report ownership .....410  
   Transfer of reports..... 410, 415  
 Disqualified Until .....409  
 DN page..... See DNA status  
 DNA Barcode Number.....255  
 DNA Confirmed (Information Marker) ...267,  
   339  
 DNA Issues .....341  
 DNA Required (DR).....267  
 DNA status ..... 262, 339  
 DNA Test Method.....341  
 DP (Information Marker).....267  
 DR (Information Marker) .....267  
 DR (Warning Signal) .....264  
 Dress .....277, 312, 328, 347, 349  
 Driver Number .3, 151, 250, 254, 255, 262,  
   278, 281, 282, 298, 310  
 Drivers Application .....424  
   .....432  
   Responses .....426  
   Search parameters .....424  
   Summary screen .....426  
   Table Enquiry.....432  
 DS page ..... See Disposal Summary  
 DVLA .8, 10, 12, 36, 49, 50, 51, 52, 53, 54,  
   55, 57, 66, 72, 75, 81, 82, 85, 86, 89,  
   91, 92, 100, 102, 116, 155, 157, 188,  
   189, 192, 219, 221  
 DVLA Alias..... 271, 290  
 DVLA Expiry Date .....409  
 DVLA liaison .....408  
 DVLA Markers ..... 50, 52, 53, 75, 76, 78  
 DVS ..... 3, 407  
 DYO..... 3, 385
- E**
- Emergency Service Vehicles ..... 57, 88  
 Employment checks ..... 9  
 Engine Capacity ..... 49, 76  
 Engine Number ..... 49, 76  
   Incorrect ..... 85  
 Engines ..... See Property Type  
   unidentified .....123  
 ES (Warning Signal) .....265  
 Ethnic appearance ..... 263, 292, 436  
 European Arrest Warrant ..... 3, 318  
 European Pass.....548  
 Evidence of Bad Character .....320  
 Experian..... 8, 86, 221  
 Expiry Date in Dispute.....410  
 Extradition.....231  
 Eye colour ..... 272, 293

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

**F**

- F/S REF .....See Field rules  
 FA (Information Marker) ..... 267  
 Facial hair ..... 273, 296  
 Fails to Appear (FA) ..... 267, 503, 504  
 Faults and enquiries ..... 24  
 FC page .....See Firearms Certificate  
 FCH ..... 336, 417, 547, 549  
 FI (Warning Signal) ..... 265  
 Field rules  
   A/S DATE OF BIRTH ..... 342  
   A/S Name ..... 342  
   ABANDON TRANSACTION ..... 286  
   ABANDON UPDATE? ..... 286  
   ACCENT ..... 297  
   ACPO/CJS CODE ..... 346  
   ADD BAIL CONDITIONS ..... 354  
   ADD METHOD/DRESS? ..... 347  
   ADD REMAND DETAILS ..... 349  
   ADDRESS  
     Associate ..... 305  
     Home address ..... 303  
     Offence Location ..... 347, 348  
     Organisation ..... 314  
     Places Frequented ..... 304  
     Supervisory ..... 359  
   ADJUDICATION ..... 361  
   ALIAS DATE OF BIRTH ..... 291  
   ALIAS NAME ..... 290  
   AMOUNT ..... 363, 400  
   APPEARANCE DATE ..... 350  
   APPEARANCE OWNER ..... 364  
   ARREST/SUMMONS REF ..... 307  
   ARREST/SUMMONS REPORT ..... 337  
   ARRESTING OFFICER ..... 342  
   ASSOCIATE'S NAME ..... 305  
   BIRTH-DATE ..... 291  
   BUILD ..... 292  
   CASE PAPERS ..... 396  
   CASE REF ..... 308  
   CAUTIONING OFFICER ..... 366  
   CHECKNAME ..... 289, 305  
   CLASS ..... 395  
   COLOUR ..... 291  
   COMMITTED ON BAIL ..... 345  
   COMPANY NAME ..... 290  
   CONDITIONS ..... 359  
   COPY OFFENCE:A/S REF ..... 344  
   COUNTRY OF ISSUE ..... 311  
   COURT ..... 400  
   COURT ..... 413  
   COURT APPEARANCE ..... 350  
   COURT CASE REF ..... 370  
   COURT CODE ..... 350, 351, 352  
   COURT DATE ..... 413  
   COURT NAME ..... 350, 351, 352  
   CREATE MORE? ..... 285, 347, 371  
   CREATE PERIOD IN INSTITUTION ..... 355,  
     371  
   CREATE RELEASE DETAILS ..... 357  
   CRIME OFFENCE REFERENCE ..... 344  
   CUSTODY DATE ..... 370  
   DATE ..... 288, 308, 312, 363  
   DATE (Warning signals) ..... 287  
   DATE AT ADDRESS ..... 302  
   DATE BACK FROM RELEASE ..... 358  
   DATE CONDITIONS IMPOSED ..... 353  
   DATE DUE BACK ..... 357  
   DATE OF BREACH ..... 353  
   DATE OF CAUTION ..... 366  
   DATE OF DETENTION ..... 355  
   DATE OF ISSUE ..... 308  
   DATE OF PENALTY NOTICE ..... 369  
   DATE OF PHOTO ..... 307  
   DATE OF REPRIMAND OR WARNING... 368  
   DISPOSAL ..... 362  
   DISPOSAL DATE ..... 361  
   DISTRICT/DIVISION ..... 310  
   DRESS ..... 312, 349  
   DURATION ..... 362, 364  
   END DATE/TIME ..... 346  
   END OF DETENTION ..... 355  
   ENTER RELEASE ADDRESS ..... 359  
   ETHNIC APPEARANCE CODE ..... 292  
   EXPIRY ..... 413  
   EXPIRY DATE ..... 311  
   EYE COLOUR ..... 293  
   F/S CODE ..... 307, 350, 351, 352  
   F/S REF .... 287, 288, 365, 391, 396, 409,  
     413  
   FACIAL HAIR ..... 296  
   FAILED TO APPEAR ..... 397  
   FP BUREAU ..... 370  
   FP STATUS ..... 338, 370  
   GENDER REASSIGNMENT ..... 300  
   GLASSES ..... 293  
   HABITS/MANNERISMS ..... 313  
   HAIR COLOUR ..... 294  
   HAIR FEATURES ..... 296  
   HAIR TYPE ..... 294  
   HANDEDNESS ..... 294  
   HEIGHT ..... 292  
   HOME FORCE ..... 303  
   HOW OFFENCES ARE DEALT WITH ..... 349  
   INCIDENT DATE ..... 397  
   INSTITUTION CODE ..... 356  
   INTELLIGENCE INDICATOR ..... 308  
   INTEREST MARKER ..... 308  
   ISSUE DATE ..... 311  
   ISSUING OFFICE ..... 311  
   JEWELLERY ..... 312  
   LICENCE TYPE ..... 358  
   LINK ALL OFFENCES ETC ..... 349  
   LOCATION ..... 304  
   LOCATION (Photo) ..... 306  
   MARKER ..... 287



**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

METHOD.....	348	SEX .....	291
MSA TYPE.....	298, 299	SHOE SIZE .....	292
NAME (Officer with knowledge) .....	309	SKILLS.....	313
NAME (Organisation) .....	313	START DATE/TIME .....	346
NAME CAUTIONED .....	367, 368	Subsequent Appearance.....	364
NATIONALITY.....	298	SUPERVISION END DATE.....	360
NATURE OF BREACH .....	354	SUPERVISION START DATE.....	359
NATURE OF ORGANISATION .....	314	SUPERVISOR .....	359
NEXT APPEARING ON .....	352	TELEPHONE .....	304, 404
NFA DATE.....	365	TEST/REQ.....	414
NICKNAME.....	290	TEXT	
NUMBER.....	310	Custody details .....	355, 370
OCCUPATION .....	312	Disposals.....	363
OFF DEALING.....	404	Information Markers .....	288
OFFENCE DESCRIPTION .....	346	Marks, scars, abnormalities .....	299
OFFENCE LOCATION .....	398	Method .....	349
OFFENCE LOCATION DESCRIPTION....	347	Other Detail.....	314
OFFENCE LOCATION F/S CODE.....	346	Release.....	359
OFFENCE NO.....	344	Wanted/Missing.....	399
OFFENCE QUALIFIER.....	345	Warning Signals .....	287
OFFENCE/CLASS QUAL.....	396	TIC .....	362
OFFICER ADMINISTERING REPRIMAND		TITLE/SOURCE .....	308
OR WARNING.....	368	TYPE (Address) .....	302
ORDERS .....	400	TYPE (Identity number).....	310
ORIGINATOR .....	344	TYPE OF CAUTION .....	367
OTHER DETAILS .....	311	WARNING.....	286
OWNER.....	289, 355, 370	WARRANT BACKED FOR BAIL.....	397
PAROLE REF.....	358	WARRANT DATE .....	400
PASSPORT NUMBER.....	310	WEEDDATE .....	398
PENALTY NOTICE AMOUNT.....	369	XREF TYPE.....	288
PENALTY NOTICE NUMBER.....	369	Field separator.....	255, 279
PHOTO LOCATION .....	338	Filename .....	262, 271, 272, 285, 289, 290, 291, 455
PHOTO LOCATION DATE.....	338	Final Warning.....	See Warning
PLACE OF BIRTH .....	297	FIND.....	20, 26, 28, 29, 236
PLEA .....	361	Fingerprints .	2, 6, 228, 245, 246, 254, 278, 283, 284, 319, 321, 331
PNCID.....	289	Firearms.....	See Property Type
PNCID OF ASSOCIATE.....	305	<u>Firearms Application</u> .....	417
POLICE DETENTION AT.....	356	Batch Print facilities .....	422
POSTCODE .....	303, 304, 306, 348	Creation of Data.....	417
POWER OF ARREST.....	397	DAF and related functions.....	420
PREVIOUS SCREEN .....	400	Interface with NFLMS .....	417
PRISONER NUMBER .....	356	On-line Display .....	419
PROCESS STAGE .....	337	On-line Search Transactions .....	418
PROCESS STAGE DATE/TIME.....	338	Weeding.....	421
PROSECUTING AGENT.....	342	Firearms Certificate (FC)	
QUALIFIER.....	363	FC element	228, 250, 258, 260, 262, 417
RANK .....	309	FL (Information Marker) .....	267
REASON FOR APPEARANCE.....	364	Football Banning Orders .....	405
REASON FOR RELEASE .....	357	Force Detail Enquiry (#QF) .....	7, 49, 144
RECALL DATE OF ISSUE .....	358	Force Enquiry Points .....	20
REFERENCE .....	307	Force/Station Code ..	20, 21, 22, 24, 50, 82, 86, 136, 143, 145, 149, 156, 158, 168, 169, 173, 186
RELATIONSHIP.....	306	Changes.....	20
RELATIONSHIP OF SUBJECT.....	314	Force/Station Details Enquiry (#QS) .....	145
RELEASE DATE.....	357	Force/Station Details Update (#QU)	20, 146
REMAND/HEARING ON .....	351	Foreign Licence (FL).....	267
REPORT DATE .....	398		
REPORT OWNER.....	343		
RESULT OF APPEARANCE.....	351		
SENTENCE EXPIRY DATE .....	358		

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

FOREIGN marker .....78  
 FOREIGN Marker .....50  
 Foreign Nationals ..... 248  
 Foreign Police .....229, 380  
 Forensic Science Service.....8, 36  
 FOUnd Report ....56, 60, 83, 85, 86, 87, 88,  
 94, 222  
 FOUnd Report (Property) ..... 121, 126, 213  
 Further remand details.....353  
 Future developments .....227

**G**

Gender Re-assigned (GR) .....267  
 Gender Recognition Certificate ..... 3, 299  
 Glasses worn .....272, 293  
 GR (Information Marker) .....267

**H**

Habits .....277, 313  
 Hair .....273, 294  
 Handedness .....273, 294  
 Hazards.....See Vehicles  
 HD (Information Marker) .....267  
 Height.....253, 272, 292, 547, 549  
 Help Screens.....22  
 HELP tables ..... 242, 263, 350, 545  
 Hendon Data Centre .... 11, 25, 72, 80, 139  
 HOLMES .....80  
 Home Detention Curfew (HD).....267  
 Home Force .....303  
 Home Office Circulars on Disclosure ..... 480  
 HPI.....8, 86, 221  
 Hybrid property.....116

**I**

ICPO ..... 230, 248, 347, 385, 402, 445  
 ID page.....See Identity Numbers  
 IDENT1 ... 3, 8, 9, 10, 12, 20, 36, 226, 230,  
 233, 253, 278, 318, 331, 339, 533  
 Identity Numbers ..255, 260, 276, 310, 326  
 IF (Warning Signal) .....265  
 IM (Warning Signal).....265  
 IM page.....See Information Markers  
 IMPACT .....38  
 Impact Nominal Index.....226  
 Impending Prosecutions (IP) 246, 260, 262,  
 283, 323, 349  
 In Confidence - Police Eyes Only.....54  
 In Trade .....53  
 Incident Date..... 58, 78, 85, 122  
 Information as a Surname .....252  
 Information Held .....See Local References  
 Information Markers (IM) .... 259, 260, 267,  
 287, 301, 476  
 INformation Report . 56, 58, 59, 60, 83, 85,  
 87, 89, 91, 92, 94  
 Adding .....91  
 Inserting a report (#DI) .....414  
 Inserting a report (#WI).....393

Institution type .....325  
 Intelligence.....See Local References  
 Interest.....See Local References  
 Internal Cross References (IX) .... 260, 270,  
 288, 380  
 Interpol..... 86, 221  
 IP page ..... See Impending Prosecutions  
 ISSP ..... 270, 276  
 IX page ..... See Internal Cross References

**J**

Jewellery ..... 277, 312, 382

**K**

KA page ..... See Known Associates  
 Keywords  
 Marks/Scars/Abnormalities ..... 473, 544  
 MO ..... 538, 544, 546  
 Tattoos .....474  
 Known Associates ..... 9  
 Known Associates (KA)..... 260, 275, 305

**L**

## Legislation

Animal Welfare Act 2006 .....386  
 Antisocial Behaviour etc. (Scotland) Act  
 2004..... 57  
 Asylum & Immigration Act 1996.....230  
 Children Act 1998.....383  
 Computer Misuse Act 1990 .....466  
 Coroners and Justice Act 2009 .....230  
 Crime & Disorder Act 1998 ..... 403, 526  
 Criminal Justice & Court Services Act  
 2000.....403  
 Criminal Justice & Police Act 2001 ....270,  
 329, 387  
 Criminal Justice Act 1988 .....511  
 Criminal Justice Act 1991 . 248, 358, 517,  
 527, 528  
 Criminal Justice Act 2003 ..... 10, 533  
 Criminal Justice and Immigration Act  
 2008.....404  
 Criminal Justice and Licensing (Scotland)  
 Act 2010 ..... 81  
 Criminal Law Act 2003 .....320  
 Criminal Procedure and Investigation Act  
 1996..... 80  
 Criminal Procedure and Investigations Act  
 1996.....320  
 Data Protection Act 1998.. 23, 62, 71, 94,  
 103, 278, 282, 313, 314, 399, 466  
 Data Protection Act 1998.....263  
 Data Protection Act 1998.....266  
 Family Law Act 1996.....387  
 Football (Disorder) Act 2000 .....405  
 Football Spectators Act 1989 .....405  
 Gender Recognition Act 2004.....299  
 Housing Act 2004 ..... 386, 387  
 Human Rights Act 1998.....266

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

Mental Health Act 1983 .... 383, 386, 398, 478  
 Misuse of Drugs Act 1971 .....264  
 Police & Criminal Evidence Act 1984 .... 4, 326, 351, 352, 386, 390, 397, 533  
 Police (Retention and Disposal of Motor Vehicles) (Scotland) Regulations 2005 ..... 57, 385  
 Police Reform Act 2002 ... 57, 90, 91, 385  
 Police, Public Order & Criminal Justice (Scotland) Act 2006.....405  
 Policing and Crime Act 2009 .....387  
 Prevention of Terrorism Act 1996 . 5, 231, 232, 321, 323, 349, 365  
 Public Order Act 1986 .....387  
 Rehabilitation of Offenders Act 1974 ..448  
 Road Traffic (New Drivers) Act 1995 .... 5, 407, 431  
 Road Traffic Act 1988...62, 111, 279, 424  
 Road Traffic Act 1991.....57  
 Serious Organised Crime & Police Act 2005..... 111, 343, 387, 399  
 Sexual Offences Act 1956.....441  
 Sexual Offences Act 2003. 269, 270, 386, 387, 402, 403, 441  
 Violent Crime Reduction Act 2006.....386  
 Libra ..... 4  
 Life Licensee (LL) .....268  
 LL (Information Marker) .....268  
 Local Cross References (LX). 255, 262, 270, 275, 283, 307, 326, 476  
 Logging on and off.. 17, 18, 19, 21, 25, 148  
 LOST or Stolen Report ....56, 58, 59, 60, 83, 85, 86, 87, 93  
 LX page..... See Local Cross References

**M**

Main Menu (ME) .....261  
 Make 49, 64, 66, 67, 69, 70, 73, 76, 81, 98, 100  
   Non-standard.....64, 66, 68, 76, 100  
 Make Group .....68, 74, 76  
 Makeover (#ND) .....335  
 Makeovers .....246  
 Management of Police Information (MoPI). 7  
 Manual Weed Review (RE) .....268  
 MAPPA ..... 4, 404  
 Marine .....See Property Type  
 Marking, paging and displaying .....258  
 Marks/Scars/Abnormalities  
   Categories .....273  
   Field rules .....298  
   Keywording ..... 399, 473, 544  
   Updating .....476  
 ME page ..... See Main Menu  
 Message Log ..... 21, 152  
   Availability .....21  
   Search ..... 13, 183  
 Method..... See Modus Operandi

MI (Internal cross-reference) 229, 271, 289  
 Microfiche Record Library.....229  
 Ministry of Defence (MOD) Vehicles..... 49  
 MN (Warning Signal).....265  
 MO (Information Marker).....268  
 MO Keywords in Vehicle Reports..... 93  
 Mobile Data Terminals.....8, 25  
 Mode ..... 17  
 Model..... 49, 66, 67, 69, 70, 73, 76, 98  
 Modus Operandi (MO)9, 248, 268, 320, 538  
   Free text .....544  
 Monitoring  
   DAF printouts.....146  
   Problems reported to Service Desk .... 12  
   Use of Broadcast Facility.....141  
   Use of System..... 23  
 MOT Data .....36, 63  
 MOT Expiry  
   Police Use of Data..... 63  
   Status..... 63  
 Motor Insurance Database 8, 26, 49, 63, 64  
   Blocking of details ..... 89  
   Details Provided ..... 62  
   Indicator Messages ..... 62  
   Police Use of Data..... 62  
 Motor Insurance DatabASE .....111  
 Motor Insurers' Bureau..... 36, 62, 89, 103  
 MS page..... See Marks/Scars/Abnormalities  
 Multiple Vehicle Records Update  
   Confirmation of Reports (#VW) ..... 84  
   Deletion of Reports (#VX) ..... 84  
   Insertion of Reports (#VV) ..... 84


**N**

NABIS ..... 26  
 NAFIS ..... See IDENT1  
 Name  
   Club.....548  
   Company.....547  
 Name and Address 49, 52, 54, 55, 102, 121  
 Names Application 9, 10, 90, 136, 140, 144  
 Names Enquiry Responses  
   Consider Year of Birth Search.....257  
   Fault finding .....462  
   Insufficient Information .....256  
   Invalid Number .....258  
   No Trace .....256  
   Number Not Issued .....258  
   Number requested has been deleted ..258  
   Trace – 1 Possible.....256  
   Trace – Best 50 of xxx Possibles .....257  
   Trace – More than 1 Possible.....257  
   Trace – Obtained using Year of Birth Search .....256  
   Try More Search Factors.....256  
   Year of Birth Search.....256  
 Names Enquiry Search Factors  
   A/S Reference .....253  
   Colour.....253

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

- Company names .....251  
Compound names.....251  
CRO Number.....253  
Date of Birth .....252  
DNA Barcode Number .....255  
Driver Number .....254  
Height.....253  
Identity Numbers .....255, 276  
Local Force Reference .....255  
Name.....250  
Nicknames.....251  
PNCID .....253  
Sex.....252  
Titles .....251
- 
- Names Reference Table Enquiry (#QN) .144  
Names Summary Screen .....258  
Names Update (#NU)  
    Amend (A).....412  
    Confirm (C) .....413  
    Delete (D) .....413  
    Transfer (T) .....413  
NASCH.....4, 250, 256, 279, 284, 329, 392,  
    394, 452, 462  
National Identification Service.....7, 36  
National Identification Service (NIS) ....228,  
    245, 254, 261, 282, 291, 349, 370, 395,  
    397  
National Method Index .....232, 248  
National Missing Persons Bureau .....36  
National Ports Office .....36, 139  
Nationality.....273, 298, 547, 549  
NFA ..... See No Fixed Abode and No Further  
    Action  
NFLMS .....4, 10, 20, 26, 31, 226, 238, 417  
NIB74 forms .....1, 245, 248  
Nicknames (NK) ...251, 257, 260, 272, 289,  
    290  
NISSee National Identification Service (NIS)  
NK page .....See Nicknames  
NM ..... See Nominal Menu  
No Fixed Abode .....4, 274, 306, 439  
No Further Action (NFA) ...4, 319, 323, 324,  
    332, 360, 364  
No Longer Keeper .....52, 53  
Nominal data maintenance .....282  
**NOMINAL ELEMENT** .....250  
Nominal Menu (NM) .....261  
Nominal Screen (NS) ...260, 262, 263, 267,  
    274, 285  
Non-Police Prosecuting Agencies.....317  
Notifiable Occupations.....243, 312, 481  
NPIA (ICTLP).....8, 14, 16, 22, 36  
NPIA Reconciliations ....232, 252, 271, 282,  
    283, 289, 291, 328, 335, 336, 355, 382,  
    383, 388, 418, 486  
NS (Internal cross-reference).....271, 289  
NS page ..... See Nominal Screen  
NSPIS .....183  
    Case Preparation .....8, 19, 20, 26  
    Command & Control.....26  
    Custody .....8, 19, 20, 26
- O**
- OB (Information Marker) .....268  
OC page ..... See Occupations  
Occupations. 260, 277, 311, 438, 446, 547,  
    549  
OD page.....See Other Details  
Offence Code Enquiry (#QO).....145  
Offence description .....346  
Offence details .....319  
Offence disposal .....349  
Offence location .....347  
Offence Processing228, 250, 258, 262, 316,  
    382, 394  
Offences worthy of MO keywording .....546  
Offends Against Vulnerable (OV) .....268  
Offends on Bail (OB) .....268  
Officers with Knowledge (OK) 260, 276, 309  
OK page ..... See Officers with Knowledge  
On-Line Searching  
    Full Postcode Search (#VF).....69, 74  
    Names (QUEST) .....10  
    Partial VRM (#VP) .....9, 68  
    Property (#PS).....127  
    Transaction Log (#TE) .....149, 151, 152  
    Vehicles (#VS).....9, 70, 71, 75  
Operation Gemini .....92  
Operational Computer System.....25  
OR page .....See Organisations  
Organisations.....260, 277  
Organisations with Full Access.....7  
Organisations with Restricted Access.....8  
Originator Field 19, 35, 61, 65, 67, 71, 150,  
    182  
Originator of offence details .....319  
Other Details (OD).....260, 270, 278, 402  
Others charged .....275, 320  
Out of Hours Service .....11  
Outline of the system .....7  
OV (Information Marker) .....268  
Ownership of Data .....381

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

<b>P</b>	
PA page .....	See Passports
PACE.....	See Legislation
Paging .....	61, 63, 67, 68, 69, 71, 152, 259
PANIU .....	36, 37, 129
Parental Bindovers.....	506
Parole .....	5, 231, 325, 358
Passports .....	260, 277
Password	
Invalid .....	18
New.....	17
Resetting.....	18
PC page .....	See Police Circulations
Penalty Notice.....	323, 333, 334, 338, 364, 368, 446
PentiP .....	5
Periods in institution .....	355
Permanently Exported .....	50, 55
Personal Export .....	51, 55
PF page.....	See Places Frequented
PH page .....	See Photograph Location
Phoenix .....	5, 226, 227, 335, 474
Phones (NMPR) .....	See Property Type
Photograph Location (PH) ....	260, 275, 302, 306, 476
Place of Birth .....	297
Places Frequented (PF).....	260, 275, 304
Plant.....	See Property Type
Plant Types.....	117, 128, 130
Plea .....	319
PNC L/O Letter	
2004/026 .....	470
2007/065 .....	10
2007/082 .....	366
2007/083 .....	10
2008/028 .....	151
2008/042 .....	263
2008/045 .....	90
2008/050 .....	133
2008/059 .....	384
2008/063 .....	90
2008/067 .....	61
2008/082 .....	155
2008/085 .....	383
2008/086 .....	117
2008/100 .....	207
2008/107 .....	386
2009/013 .....	318
2009/016 .....	387
2009/025 .....	365
2009/030 .....	366
2009/035 .....	155
2009/037 .....	129
2009/062 .....	90
2009/070 .....	10
2009/072 .....	387
2010/005 .....	390
2010/015 .....	14
	2010/021 .....
	2010/029 .....
	2010/030 .....
	2010/033 .....
	2010/045 .....
	2010/048 .....
	2010/054 .....
	2010/057 .....
	2010/058 .....
	2010/065 .....
	2010/067 .....
	2010/070 .....
	2010/081 .....
	2010/087 .....
	2010/097 .....
	2010/104 .....
	2011/003 .....
	2011/010 .....
	2011/012 .....
	2011/015 .....
	2011/017 .....
	2011/020 .....
	2011/042 .....
	2011/049 .....
	2011/069 .....
	2011/073 .....
	2011/074 .....
	2011/075 .....
	PNC Liaison Officer 7, 8, 18, 21, 22, 94, 129
	PNC Manual
	Amendments .....
	Availability .....
	Purposes .....
	PNCID.....
	10, 58, 136, 140, 150, 156, 157, 159, 160, 162, 168, 169, 170, 171, 182, 185, 229, 250, 253, 262, 275, 282, 284, 289, 305, 320, 329
	POL EXAM Marker .....
	Police Circulations.....
	Police Gazette .....
	Police Markers.....
	Police National Network (PNN3).....
	Police Records.....
	Police Reports ....
	Police Service of Northern Ireland.....
	Police Vehicles and use of REstricted reports.....
	POLKA.....
	Port Warnings .....
	Post Centre Codes .....
	Post Centre Enquiry (#QP).....
	Post Centre Table .....
	Postal Requisition .....
	Postcode Table .....
	POT See Legislation:Prevention of Terrorism
	PP (Information Marker) .....
	Previous VRM.....
	Primary input data.149, 150, 151, 181, 182
	Print Menu (PR).....

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

Printer Transactions .....	445	Procedures	
Prints		Action when a vehicle is recovered.....	86
Batch - Outstanding Fingerprint Status		Cloned Vehicles .....	91
.....	450	Confirmation of LOS Reports .....	86
Court/Defence/Probation .....	449	Data Protection requirements.....	94
Daily Activity File .....	449	Engine Number Incorrect.....	85
Descriptive information .....	448	Recently Sold Police Vehicles .....	93
Disclosure .....	448	Reports of overdue hire .....	87
ICPO .....	448	Stolen Trade Plates.....	85
On-Line Print .....	445	Theft of a vehicle with trailer .....	87
Police Print .....	446	Theft of an unregistered vehicle .....	87
Pre-Sentence Report .....	449	Theft of Number Plates.....	91
Prison .....	449	Vehicle containing Firearms .....	92
Prosecutors.....	448	Vehicle reported lost or stolen.....	84
Prosecutors and Court Multiple File ....	448	Vehicle re-stolen prior to recovery by	
Source Input Document .....	449	loser .....	85
Witness.....	449	Vehicle Stolen Abroad Reported to a UK	
Prison Release Forms (Form 99) .....	247	Force .....	93
Prison Service .....	317	Vehicle Stolen in Different Force Area .	85
Prison Write-Offs .....	526	Vehicles apparently abandoned .....	87
Problem Surnames .....	460	Vehicles of special interest.....	88
<u>Procedural Guide</u> .....	502	Vehicles Removed by Highways Agency	88
Adjourned Sine Die.....	507	Vehicles Removed by Local Authority ..	88
Appeals.....	518	Vehicles Removed by the Police.....	87
Amending custody details.....	520	Vehicles Repossessed by a Finance	
Dismissal .....	521	Company.....	88
Offence amended/Sentence varied..	524	Weeding of Property reports.....	127
Released on bail.....	519	Weeding of Vehicle reports .....	60
Sent for re-trial.....	525	Process stage.....	321
Suspension of disqualification .....	522	Procurator Fiscal.....	342
Arrest for Fail to Appear .....	504	Prolific and Priority Offenders .....	270, 276
At Risk .....	517	Prolific Offender (PP).....	268
Back Record Conversion .....	508	Property	
Bindovers .....	505	CESAR Number .....	117, 122
Breach of Court Orders		Descriptive Search (#PS) .....	128
Entering .....	527	Engine Capacity .....	117, 118
Resulting.....	528	Engine Number .....	117, 119, 122
Conditional Cautions .....	534	Enquiry (#PE) .....	122, 125, 127
Criminal Justice Arrestees.....	533	Entry of firearms without serial numbers	
Destruction Orders .....	505	.....	120
Drink/Driver Rehabilitation .....	523	Fields Used For Updating .....	125
Fail to Appear .....	503	How the system searches the application	
Failure to comply with Rehabilitation		.....	123
Programme.....	526	Make .....	117, 118, 120, 128
Fixed Penalty Notice .....	536, 537	Marking and Displaying Records .....	124
Forfeiture of Recognisance.....	506	Model.....	117, 118, 120, 128
Loaded from PNC2.....	510	Record Creator.....	121
Parental Bindovers.....	506	Record life .....	127
Police to Police Remands .....	533	Record maintenance .....	125
Prison Write-Offs .....	526	Record Owner .....	121
Refer to Court Case .....	511	Reference.....	121
Adding a further remand .....	515	Report Creator .....	121
Disposal .....	511, 512	Report life .....	127
Remand .....	513, 514	Report Owner.....	121
Resulting a remand .....	516	Report update options.....	126
Reinstate Adjourned Sine Die.....	507	Search Options.....	122
Remand in Care .....	502	Search Results Monitor (#PM).....	128
Update Custody Details .....	517	Text.....	122
Update pre-1981 Records .....	508, 509	Types of Response.....	123, 124

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

- Update  
  Amend Record Detail #PU(R) ..... 125  
  New Record #PU(N)..... 125  
  Weeding of reports ..... 127  
**PROPERTY APPLICATION** ..... 11, 115  
**Property Type**  
  Animal ..... 116, 119, 123, 128  
  Engine ..... 116, 118, 122, 128  
  Firearm ..... 116, 120, 123, 128  
  Marine Craft..... 116, 119, 123, 128  
  Phones (NMPR) ..... 116, 123, 124  
  Plant..... 116, 117, 122, 128  
  Trailer/Sidecar ..... 116, 118, 122, 128  
**PROPID** ..... 11, 58, 115, 122, 125, 129, 150  
  Enquiry transaction (#PI) ..... 122  
**PTR Field** ..... 19  
**PU (Internal cross-reference)** ..... 271
- Q**  
**Quad bike**..... 87, 116, 130  
**Qualifier** ..... 383  
  ACPO Offence Code..... 388  
  Army/Navy/RAF/Marines ..... 383  
  ASBO ..... 386  
  Care ..... 383  
  CTTravel ..... 386  
  Detention ..... 383, 388  
  Disanimal ..... 386  
  Dogcon ..... 386  
  Drinkban ..... 386  
  DrugTrav ..... 387  
  Exclusion ..... 387, 388  
  Ganginj ..... 387  
  Harass ..... 387  
  Hospital ..... 383, 388  
  Housinj ..... 387  
  Info ..... 385, 386  
  Licprem ..... 387  
  Mathomes ..... 387  
  Misc ..... 387  
  Nonmol ..... 387  
  NPF ..... 385, 388  
  Occup ..... 387  
  Prison ..... 383, 388  
  Remand ..... 383  
  School ..... 383  
  SCPO ..... 387  
  Sexnot ..... 387  
  Sexpo ..... 387  
  Sexreg ..... 387  
  Sexrisk ..... 387  
  Sextrav ..... 387  
  Sport ..... 388  
  Sportban ..... 387  
  Summons ..... 385  
  Trace ..... 385, 386  
  VOO ..... 387  
  Witness ..... 388  
  Youthcust ..... 383, 388
- YRO ..... 387  
**QUEST** . 5, 9, 10, 11, 15, 93, 179, 226, 227, 252, 257, 303, 304, 391  
  Enquiry (#QE) ..... 434  
  Enquiry (#QH) ..... 434  
  Introduction..... 434  
  Keywording of Offences ..... 538, 544  
  Screen 1 ..... 435  
  Screen 2 ..... 439  
  Screen 3 ..... 440  
  Screen 4 ..... 442
- R**  
**RE (Information Marker)**..... 268  
**REAction Report** ..... 56, 60, 83  
**Reason Code Field** ..... 19  
**Reason Codes** ..... 35  
**Reasons for record creation**..... 228  
**Record deletion** ..... 382, 412  
**Record Other Details** ..... See Other Details  
**Record Query (DVLA)** ..... 51  
**Recordable Offence**... 5, 248, 317, 326, 343  
**Refer to Court Case**  
  Adding a further remand ..... 515  
  Disposal ..... 511, 512  
  Procedural Guide ..... 511  
  Remand ..... 513, 514  
  Resulting a remand..... 516  
**Refer to File (RF)** ..... 269  
**Refer V5**..... 51  
**Release details** ..... 357  
**Released Supervised (Information Marker)**  
  ..... 268  
**Released Unsupervised (Information Marker)** ..... 268  
**Remands**  
  Adding to loaded from PNC2 records .. 510  
  History ..... 322  
  In Care ..... 502  
  Updating ..... 350  
**REMOVED Report** ..... 57, 60, 83, 85, 88  
**Report Life**..... 381, 411  
**Report types (Property)**..... 121  
**Report types (Vehicles)** ..... 55  
**Reprimand**.... 319, 323, 324, 338, 367, 446  
**Resetting Barred Terminals and User-IDs** 18  
**Responses**  
  Colour..... 257  
  Date of birth ..... 257  
  Ethnic appearance code..... 257  
  Height..... 258  
  Name..... 257  
  Place of birth ..... 258  
  Sex..... 257  
**Responsibility for record creation** ..... 326  
**Restraining Orders**..... 387  
**RESTRicted Report** .... 57, 58, 60, 78, 83, 85, 87, 88  
**Retainagroup** ..... 36, 86, 221

**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

Retention of reports. (#WR) .....395  
 Retention Periods .....477  
 Retention VRM .....54  
 RF (Information Marker).....269  
 ROSHO..... 5, 403

**S**

SCD26 .....5, 227, 228, 230, 231, 232, 248,  
 267, 268, 288, 317, 325, 357, 358, 395,  
 397  
 Schengen (SIS II) ..... 36, 74, 93, 120, 168  
 Scrapped..... 51, 102, 222  
 Search key .....65, 81, 115, 123  
 Security13, 18, 20, 22, 23, 24, 85, 87, 139,  
 149  
 Force Responsibilities.....23  
 Security features .....22  
 SEEn Report ..... 57, 58, 60, 85, 87, 93  
 Service Desk..7, 11, 12, 18, 20, 22, 23, 24,  
 94, 137, 141, 152, 153  
 Set Password transaction (#SP) ..... 18, 19  
 Sex..... 252, 263, 291, 547  
 Sex Offenders  
 Case Papers.....401  
 Field rules .....400  
 Legislation.....387, 401  
 Orders .....402  
 Powers of Arrest .....401  
 Sexual Offender (SO)..... 269  
 SF number.6, 246, 247, 254, 258, 282, 336  
 SH (Warning Signal) .....265, 266  
 Shoe size .....272, 292  
 Sidecar ..... See Property Types  
 Skills .....277, 313  
 SO (Information Marker) ..... 269  
 SOCA .....36, 318, 402, 448  
 SOPO ..... 6, 403  
 Soundex coding.....452, 453  
 Soundex groups ..... 453, 455, 460  
 Source input document .....316  
 SPSA .....2, 6, 36, 231, 268, 358, 380, 388  
 SRG.....6, 227, 445, 464  
 Status line.....262  
 Statutory Off-Road Notification.....51  
 STIF Replacement Gateway (SRG)7, 17, 20,  
 25, 26, 149, 150  
 Stolen Marker .....50  
 Stolen Property in Broadcasts ..... 141  
 Stolen Vehicles - DVLA Actions.....86  
 SU (Warning Signal) .....265, 266  
 Subject access .....229  
 Supervisory release details .....359  
SYSTEM MANAGEMENT.....464

**T**

Tattoos .....273, 298  
 Keywording .....474  
 Off-line search .....391  
 TCODE Field.....19

Telephone numbers ..... 304, 404  
 Terminal Failure ..... 24  
 Terminal Name.. 19, 21, 150, 152, 181, 184  
 The Equipment Register (TER)..... 36, 216  
 Thiefbeaters..... 36  
 Time Limits for transactions ..... 21  
 Trailers ..... See Property Type  
 Training  
 Bulletin Board ..... 22  
 Transaction Log  
 Base Level .....149  
 Batch Enquiry ..... 153  
 Count Only ..... 152  
 Information recorded .....148  
 Interpretation ..... 152  
 Method of Searching ..... 151  
 Names Searches using 'Wild Card' Facility  
 ..... 151  
 On screen Options ..... 152  
 Response content .....148  
 Search (#TE)..... 149, 151, 152  
 Service Desk Capability ..... 152  
TRANSACTION LOGGING ..... 148  
 Transaction Menu Enquiry (#MM) ..... 17, 19  
 Transaction numbers ..... 21  
 Purpose..... 21  
 Transfer of data..... 8  
 Type .....549  
 Types of disqualification .....408

**U**

UD (Information Marker) .....269  
 UN (Information Marker) .....269  
 Unconfirmed Dead (UD) .....269  
 Unconfirmed Updates (UU) ... 260, 278, 331  
 Unformatted Enquiry.....255  
 Unlock Terminal transaction (#SZ) ... 18, 19  
 Unregistered vehicle ..... 81, 87  
 UP (Internal cross-reference) .....271  
 Useful Contact Numbers ..... 36, 39, 44  
 User-ID... 17, 18, 21, 23, 24, 79, 150, 181,  
 183  
 Uses Nominal Details of (UN) .....269  
 Uses of the system ..... 8  
 Uses Particulars of (UP).....271  
 UU page ..... See Unconfirmed Updates

**V**

V23 Submitted ..... 52  
 Vehicle Information Services ..... 86, 221  
 Vehicle Keeper Address Outside UK  
 Mainland ..... 53  
 Vehicle Keeper Current Address Not Known  
 ..... 53  
 Vehicle Keeper Has Changed ..... 53  
 Vehicle On-Line Descriptive Search ..... See  
 VODS  
 Vehicle Registration Mark (VRM)10, 49, 150  
 Vehicles



**PNC Manual Volume 2, version 11.02**

For Use By Authorised Staff Only

Index

ACTion Report.....	75	Record details amend (R) .....	81
Apparently abandoned .....	87	Remove POL EXAM marker (X) .....	82
Auto-email .....	56, 57, 59, 75, 122	Set POL EXAM marker (E).....	82
Basic Record Enquiry (#VK).....	64	Unblock keeper details (U).....	82
Blocked .....	89	VRM Enquiry including s.29(3) Insurance	
Body Types.....	49, 73, 96	check(#VI) .....	70
Colour table.....	73, 95	Weeding Criteria for Found Reports.....	88
Foreign .....	10, 50, 61, 69	Weeding of reports .....	60
Full Enquiry (#VE).....	19, 61, 62, 64, 69	<b>VEHICLES APPLICATION</b> .....	10, 49
Hazards .....	59, 70, 74, 82	VEL Expired .....	52, 75
Make Group Table .....	74	VEL Void.....	52
Make Table.....	72	VI (Warning Signal) .....	265
Marking and displaying records .....	66	VIN.....	10, 49, 51, 64, 65, 66, 81, 91, 117,
Minimum requirements for partial VRM		119, 150	
search.....	68	Composition of number .....	98
MO Keywords in Reports.....	93	Tips for Searching .....	100
Model Group Table.....	74	VIN/Chassis Enquiry (#VC) ..	64, 68, 75, 76,
Model Table .....	73	81	
Multiple Basic Record Enquiry (#VL) ....	68	Violent Offender Order .....	404
Multiple Confirmation of a Report (#VW)		Visitor .....	547, 548, 549
.....	84	ViSOR 6, 8, 19, 20, 26, 158, 161, 177, 179,	
Multiple Deletion of a Report (#VX) ....	84	226, 270, 385	
Multiple Insertion of a Report(#VV) ....	84	ViSOR Subject (VS) .....	269
Multiple Records.....	61	VODS	
Multiple Records Enquiry (#VM) ...	62, 67,	Colour Searching.....	76, 77
68		Initial Screen .....	75
New (unregistered).....	91	Match Unknown.....	78
Other Markers .....	53	Operators .....	72
Owner Enquiry (#VO) .....	64	Result enquiry (#VH) ..	70, 79, 80, 82, 84
Partial VRM Search (#VP).....	68, 75, 149	Result enquiry (#VR) .....	70, 79
Personal information .....	58	Search Result Facilities.....	79
Prints of Records .....	94	Search Results And Print Display .....	79
Protected from public enquiry .....	101	Search transaction (#VS) ....	9, 70, 71, 75
Record life .....	55	Second Search Screen.....	77
Record Office (VRO) Table .....	74	The Search Function .....	75
Record Update and Maintenance.....	81	Updating of indexes .....	70, 72
Reference.....	58	Void Record .....	54, 55, 88
Reminders and Weeding of Confirmed		VOSA .....	36, 63
reports.....	86	VRO records.....	54, 55
Reminders and Weeding of Unconfirmed		VS (Information Marker).....	269
reports.....	86		
Removed Vehicles .....	87	<b>W</b>	
Report Creation and Maintenance .....	81	Wanted/Missing (WM)	
Report Creator .....	58, 78	Class of WM	
Report Life and weeding .....	60	Abscond .....	383
Report Owner .....	58	Detained .....	388
Report Text .....	58	Found .....	389
Special Interest.....	88	Locate.....	385
Tables Enquiry (#VQ) .....	49, 65, 72	Missing .....	389
Types of Response (#VC) .....	66	Detained Report .....	389
Types of Response (#VE) .....	61	New records.....	284
Update (#VU) .....	81, 84, 87	Number of occurrences.....	283
Amend Report (A) .....	83, 84	Off-line search .....	391
Block keeper details (B) .....	82	Order of display.....	389
Confirm Report (C) .....	82	Purpose.....	380
Delete Report (D).....	83	Record deletion .....	382
Insert Report (I).....	82	Retention Periods .....	477
New record creation (N) .....	81	Sources of data .....	380
Pair Deletion (P).....	83	Transfer of reports.....	382, 394

<b>PNC Manual Volume 2, version 11.02</b>	
For Use By Authorised Staff Only	Index

Updating reports .....	392	Weeding.....	232, 372
Weed dates Abscond/Recall .....	478	Weighted matching.....	454
Weed dates Mental Health Act.....	478	WM page .....	See Wanted/Missing
WM element .....	228, 250, 258, 260, 262	WS page .....	See Warning Signals
Warning .....	319, 323, 324, 338, 367, 446, 498	<b>X</b>	
Warning Signals (WS) ..	259, 260, 263, 279, 286, 301, 476	XP (Warning Signal) .....	266
WE (Warning Signal).....	266		