

**Stop and Search Action Plan**  
**Strategic Lead: ACC Specialist Operations**



**Force Lead: Chief Supt. Stuart Noble**

**Sources: HMIC Inspection of Stop and Search 2013 – Recommendations**  
**Best Use of Stop and Search (BUSS) Scheme – Last updated 07/12/15**

1 With immediate effect, while changes to the Authorised Professional Practice are being considered, the College of Policing should publish a working definition of what constitutes an effective and fair stop and search encounter.					
	Action	Owner	Status	RAG	Target Date
a.	Adopt the 'working definition' of what constitutes an effective and fair encounter, once published.	Supt Dawson	Awaiting COP publication. A definition was agreed by COP in Summer 2015 but due to large amounts of feedback from forces across the country it was withdrawn. Await further.		Await COP publication.
b.	Promote awareness and understanding of our Stop & Search policy.	PS Marsh	BUSS requirements rolled out via BCU presentations. Discussions underway to increase awareness further through face to face briefings from implementation team. Consider aide memoirs for all officers. <b>Inputs on divisional training days commenced Nov 2015 and is ongoing - 01/12/2015</b> <b>External awareness – policy published on force web site.</b>		31/03/2016
c.	Promote awareness and understanding of the nationally agreed definition of an effective and fair encounter.	PS Marsh	Await COP interim definition as required by HMIC		Await COP progress
d.	Design and implement a method of testing officer understanding of policy, effectiveness and fairness in respect of Stop & Search.	PS Marsh	This will naturally occur when QA email is forwarded to supervisor of officer conducting search for their sign off. <b>QA procedure in operation - further promotion of this process is in operation - 01/12/2016</b>		Ongoing work to improve the process

2	<b>Chief constables should, with immediate effect, develop plans that set out how each force will complete the action required to make good progress in relation to the recommendations in HMIC's 2013 report, and publish these plans so that the public can easily see them on their websites. These plans should include the action forces are taking to comply fully with the Best Use of Stop and Search Scheme, initiated in April 2014 by the Home Secretary.</b>				
a.	Ensure senior Manager in place to oversee BUSS development and key staff / governance group identified.	ACC Bates	Ch. Supt Noble is the Force lead for BUSS. SPOCs from all BCU in place, SMT lead at HQ Ops identified to progress and co-ordinate.	C	Complete
b.	Structured action plan to be formulated and overseen by Senior Lead. Relevant accountable dept. heads to be identified.	Ch. Supt Noble	Action plan V1 in place which progressed the BUSS between August '14 and May '15. Now updated to reflect key outstanding priorities and feedback from HMIC 2015 assessment document.	C	Complete
c.	Provide information on BUSS to the public via our website, including the action plan and progress	Liz Riding Ch. Insp. Kitchen	Information and links to Home Office information was included on previous website. Now needs replacing on new site. Now needs to include this action plan and a report on progress. <b>New website updated with stop and search page and dedicated email address for stop and search matters</b>	C	Complete
d.	Ensure that IAGs and OPCC are involved and updated regularly on progress	Supt Dawson Ch. Insp. Kitchen	IAGs are involved through DEDG and regular S&S governance meetings. OPCC have been updated and briefed and a SPOC identified. Consideration of internal / partner newsletter to compliment the national newsletter and ensure regular progress marketed to our staff and key groups <b>IAG now also chair new Scrutiny panel and are overseeing independent recruitment of volunteers to expand this panel.</b>		Ongoing Action
3	<b>Within twelve months, chief constables and the College of Policing should agree and implement a set of minimum recording standards for the police use of the Road Traffic Act 1988 power to stop motor vehicles and the Police Reform Act 2002 powers to search for and seize alcohol and tobacco from young people for the purpose of assessing their effective and fair use.</b>				
a.	Work with COP to inform the recommendations	Ch. Insp. Kitchen	Through attendance at PPEB and other national focus groups / forums, engage with other forces, BUSS project team and COP . We oppose the expansion of the recording requirements due to additional admin burden and engagement issues. Ongoing nationally.		31/05/2016

b.	Work closely with all departments key to implementation of new recording processes (ICT, L&D, BCUs) to assess the impact and commission work required	Supt Dawson Ch. Insp. Kitchen	Once new requirements known ensure that risks / impact on other priorities is assessed with relevant depts.		31/05/2016
c.	Ensure that a thorough programme of learning support is designed and rolled out to support any changes	Victor Robinson	Once requirements and new processes known work with L&D		31/05/2016
d.	Implement the changes	Ch. Supt Noble	Awaiting requirements		31/05/2016
<b>4</b>	<b>Within twelve months, the Home Office should establish a requirement for sufficient data to be recorded and published in the Annual Data Requirement to allow the public to assess how effective and fair the police are when they use these powers.</b>				
a.	Once the data requirements are known, ensure that systems are in place to capture and publish this data and use it to assess the effectiveness / fairness of vehicle stops and alcohol / tobacco seizures	Corporate Dev	Await requirements		31/05/2016
<b>5</b>	<b>Within twelve months, the Home Office should incorporate the Road Traffic Act power to stop motor vehicles and the Police Reform Act Powers to search for and seize alcohol and tobacco into Code A, so that officers are provided guidance about how they should use these powers in the same way that Code A provides guidance about stop and search powers.</b>				
a.	Once the powers are incorporated into Code A ensure that a programme of learning is designed and rolled out to support the changes	Victor Robinson	Await requirements – may incorporate into the agreed training time for the national programme in 2016/17.		31/05/2016
<b>6</b>	<b>Within twelve months, the College of Policing should make sure that the relevant Authorised Professional Practice and the stop and search national training curriculum include instruction and guidance about how officers should use the Road Traffic Act 1988 power to stop motor vehicles and the Police Reform Act 2002 powers to search for and seize alcohol and tobacco from young people in a way that is effective and fair.</b>				
a.	Once APP published ensure that a programme of learning and awareness is implemented	Victor Robinson	Await APP		31/05/2016
<b>7</b>	<b>Within three months, chief constables should require their officers to record all searches which involve the removal of more than an outer coat, jacket or gloves. This record must specify: the clothing that was removed; the age of the person searched; whether the removal of clothing revealed intimate parts of the person's body; the location of the search including whether or not it was conducted in public view; and the sex of the officers present.</b>				

a.	Re-design paper and electronic forms to allow this additional data to be recorded.	Supt Robertshaw CI Kitchen	Our forms are compliant in most areas, however we will need to add sex of officers present and if done in public view. We have been awaiting ICT capacity to do this / roll out of new Samsungs. PS Gomery is now re-designing form and progressing this. There has therefore been 'slippage' from the 3 month deadline but we aim to be fully compliant by end of March 2016.		31/03/2016
b.	Re-design Sleuth pages to ensure this data can be captured.	Supt Robertshaw CI Kitchen	Liaise with ICT as above.		31/03/2016
c.	Inform officers of new recording requirements	Supt Dawson Ch. Insp. Kitchen	Roll out once ready.		31/03/2016
<b>8</b>	<b>Within twelve months, the Home Office should incorporate into Code A, a requirement for the recording of all searches which involve the removal of more than an outer coat, jacket or gloves and a requirement for officers to seek the authority of a supervising officer before strip searching children.</b>				
a.	Await code A revision and implement in force	Supt Dawson	Roll out once ready.		31/05/2016
b.	Consider early adoption of this requirement in force	Supt Dawson	For discussion at S&S meetings.		31/05/2016
<b>9</b>	<b>Within twelve months, the Home Office should work with forces to establish a requirement for sufficient data to be published in the Annual Data Requirement to allow the public to see whether or not the way that police conduct searches that involve the removal of more than an outer coat, jacket or gloves is lawful, necessary and appropriate.</b>				
a.	Work with the Home Office to implement	Supt Dawson Ch. Insp. Kitchen	Roll out once ready.		31/05/2016
<b>10</b>	<b>Within three months, chief constables should put in place a process to report, at least once a year, the information they get from recording searches that involve the removal of more than an outer coat, jacket or gloves to their respective police and crime commissioners and to any community representatives who are engaged in the scrutiny of the use of stop and search powers to help them assess whether these searches are lawful, necessary and appropriate.</b>				
a.	Put appropriate reporting process in place	Supt Dawson Ch. Insp. Kitchen	Incorporate into existing JMB and DEDG meetings. This will also now be fed into the new Scrutiny panel.  Not currently recording separately but once in place can report separately.		31/08/2015 – revised target 31/03/2016 in line with ICT changes

11	<b>Within twelve months, the College of Policing should make sure that the relevant Authorised Professional Practice and the stop and search national training curriculum include instruction and guidance about how to make sure that searches that involve the removal of more than an outer coat, jacket or gloves are conducted in a way that are lawful, necessary and appropriate.</b>				
a.	Ensure APP and training products are rolled out in force	Victor Robinson	Roll out once ready.		31/05/2016
12	<b>CCs should establish or improve monitoring of the use of stop and search by officers, to ensure they are acting in accordance with the law and that the power is used effectively to prevent and detect crime and maintain public trust. Monitoring should ensure officers have reasonable grounds to justify each stop and search encounter. CCs should ensure that officers carrying out stop and search encounters are effectively supervised so that they can be confident that the law is being complied with and that the power is being used fairly and effectively</b>				
a.	Ensure robust first line supervisory QA / feedback process in place to monitor quality of officer Stop & Search encounters, and that mechanisms in place for learning lessons / identifying and challenging poor performance	Ch. Insp. Kitchen	New automated QA procedure went live 18/8/2015 - work still ongoing re-education of all officers re this procedure - 01/12/2015. In use but through divisional training inputs we will ensure further understanding.		31/03/2016
b.	Ensure procedures in place for monitoring effectiveness and performance around Stop & Search by Senior Officers at BCU level	Supt Dawson	S&S will be built into local Quality Meetings. Quarterly product being agreed with Corporate Development to include raw data and quality / diversity narrative.  Quarterly report is shared with BCU Chief Inspector leads.		31/12/2015
c.	Ensure procedures in place for monitoring effectiveness and performance around Stop & Search by Chief Officers at Force level / OPCC	Supt Dawson	S&S will be included in QPR. OPCC representative / SPOC now nominated and briefed. JMB meeting being updated in June. Need to agree rolling programme around this.		31/08/2015
d.	Ensure that Stop & Search forms part of our Quality Surveys, and that data / feedback is linked across to PSD data	Ch. Insp. Mills DCI Whitehead	Ch. Insp. Mills to build into quality survey work.		31/03/2016
e.	Incorporate Stop & Search into BCU Quality Meetings	Supt Lawson	Needs agreeing and formalising across BCUs.		31/08/2015
f.		BCU SPOCs	BCU SPOCs asked to research most efficient methods of doing this.		31/03/2016

	Explore opportunities / processes locally to identify BWV footage to QA interactions. Feed this into the IAG scrutiny meetings		Some challenges in identifying footage / retention issues etc. Being explored and ongoing.		
<b>13</b>	<b>Continuous Training, Officer Awareness and Professional Development - CCs should ensure that officers and supervisors who need this training are required to complete it, and that their understanding is tested</b>				
a.	Identify methods to regularly refresh officer understanding of powers and the impact on communities.	Victor Robinson	Discussions needed around incorporating into regular training days. Consider using JRFT / OST days? Consider regular 'Public Encounters / Quality newsletter?'  Once national training has been rolled out next year then refreshers need to be further explored. However, not felt prudent to have 'refreshers' prior to full training programme. In interim BCU training day inputs are being planned.		31/08/2016
b.	Develop an internal communications strategy to support officer understanding. To include Face to Face briefings as well as electronic communications methods	Liz Riding Ch. Insp. Kitchen	Ongoing action – various methods have been used as and when new information needs publicising. Use of training days.		Ongoing
<b>14</b>	<b>CCs should ensure that relevant intelligence from stop and search is gathered, recorded on force intelligence systems and analysed to assist the broader crime fighting effort. CCs should work with their PCCs to find a way of better using technology to record relevant information about stop and search, which complies with the law and reveals how effectively and fairly the power is being used. Forces participating in the Scheme will ensure that the impact of the Best Use of Stop and Search Scheme is monitored, particularly as it relates to individuals from black and minority ethnic groups and young people</b>				
a.	Identify possible under-recording issues and address	Ch. Insp. Kitchen	Issue identified for persons detained and taken to custody offices - new procedures in place with Custody Management to address. Complete but will always require a degree of ongoing monitoring.	<b>C</b>	Complete
b.	Ensure that link is made between Stop & Search encounters and intelligence / crime picture	Ian Billsborough	S&S can already be viewed from nominal profiles on Sleuth. Work required as to how S&S fits into RAT process and tasking.		31/10/2015
c.	Develop a framework of qualitative and quantitative data which can be used to analyse the effectiveness of the use of stop and search	Alan Tattersall	Draft sample produced by CI Kitchen May 2015 - for further consideration and refining. <b>Quarterly product being produced with wide range of data and fed to Scrutiny panel. Need to do further work on analysis re link to crime reduction...</b>		Complete but Further work needed on link to crime patterns.

d.	Agree quarterly product for dissemination	Alan Tattersall	Quarterly product being produced 01/12/2015	C	Complete
e.	BCU to build Stop & Search into daily RAT meetings	BCU SPOCs	To ensure that intelligence resulting from stop and search is cascaded appropriately		31/07/2015
f.	Introduce measures to move to fully electronic recording of stop and search forms, including printing	Supt Robertshaw CI Kitchen	Await outcome of Samsung trials  Dec – Samsungs now rolled out. Work now ongoing to scope impact of rescinding paper forms, however need to up capacity re printers first.		31/12/2015
g.	Ensure that the custody system links arrest to stop and search	CI Sansbury	To be incorporated into new Custody system - CI Sansbury aware.		31/12/2015
h.	Monitor diversity and disproportionality in respect of stop and search, with a view to understanding impact on BME and young people.	PS Marsh CI Kitchen	IAGs to be involved in S&S meeting and governance. UCLAN have agreed to assist with evaluation issues - opportunities being explored. <b>This is built into quarterly report 01/12/2015 and on agenda of new Scrutiny Panel</b>		Ongoing Action
15	<b>CCs should, in consultation with the PCC, ensure that they comply with the code of practice by explaining to the public the way stop and search powers are used and by making arrangements for stop and search records to be scrutinised by community representatives. This should be done in a way that involves those people who are stopped and searched, for example, young people. CCs should ensure that people who are dissatisfied with stop and search encounters can report this to the force and, if they wish, make a formal complaint quickly and easily. This should include gathering information about dissatisfaction reported to other agencies</b>				
a.	Ensure that the force makes available stop and search data for publication	Leah Watson	police.uk link now working	C	Complete
b.	Identify opportunities for lay observers and members of the public to 'ride along' and see stop and search in action, and to provide feedback on their observations	CI Kitchen PS Marsh	Work ongoing with UCLAN and IAGs. Focus groups will be held. IAGs involved in independent scrutiny of records. Feedback to go through DEDG. <b>Due to high number of interest for scrutiny panel those that do not form part of the panel will be offered the ride along scheme - 01/12/2015</b>		Ongoing Action

c.	Identify a (preferably existing) forum which could assume the role of a local stop and search scrutiny board (incl. partners / lay members and young people).	BCU SPOCs	BCU IAG meetings (existing) <b>The first scrutiny panel was held in November 2015 and recruitment for the panel is ongoing and expected to be complete by Feb 2016 - 01/12/2015</b>		Ongoing Action
d.	Establish mechanisms for publication of both qualitative and quantitative stop and search data.	CI Kitchen PS Marsh	<b>Work ongoing to publish stop and search data onto the force website stop and search page. 01/12/2015</b>		31/12/2015
e.	Ensure that a mechanism is in place to provide people with the relevant information regarding their stop and search encounter. Ensure that mechanisms for making complaints about stop and search are publicised, are readily available and easily accessible.	CI Kitchen PS Marsh	New website needs updating with info as per old site - Need to arrange with Liz Riding. Receipt books being looked at for possible roll out. New paper forms have relevant info on. <b>Website now updated and there is a link to a dedicated email box. The receipt books are currently being printed and delivery will be mid Dec. 01/12/2015</b>		Ongoing Action
f.	Introduce a complaints threshold above which the Constabulary will be compelled to explain its use of stop and search	CI Kitchen	All complaints relating to stop and search will be investigated. Data relating to this is discussed at DEDG. Policy has been agreed.		complete
g.	Ensure review of complaints data re stop and search to support effective monitoring and identify emerging trends	DCI Whitehead PS Marsh	DCI Whitehead has agreed to provide data prior to each DEDG. PS Marsh will contact the week prior to DEDG		Ongoing Action
h.	Explore and exploit social media opportunities to gather views and feedback on Stop & Search	CI Kitchen	CI Kitchen to discuss with Liz Riding <b>Action outstanding whilst the Scrutiny panel is fully up and running, as it is felt they will be better placed to independently seek these views.</b>		30/06/2015 Revised date 31/01/2016
<b>16</b>	<b>External Communication - Forces participating in the Scheme will make public all instances where they have departed from the requirements of the Scheme and explain the reason why this occurred.</b>				
a.	Implement a mechanism for reviewing compliance with BUSS Scheme and reporting divergence from it	CI Kitchen	Work ongoing		Ongoing



b.	Ensure that data is fed into police.uk site each month	Ryan Bretherton	Data provided monthly to Police.UK automatically	C	Complete
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