

# **GUIDANCE FOR STOP AND SEARCH FORMS**

## **SEARCH CODES**

- P – Section 1 PACE 1984
- D – Section 23 Misuse of Drugs Act 1971
- F – Section 47 Firearms Act 1968
- T – Terrorism Act Section 43
- U – Terrorism Act Section 44
- S – Section 60 Criminal Justice and Public Order Act 1994
- A – Section 30 Anti Social Behaviour Act 2003
- O – Other (please state)

## **REASON FOR THE STOP (a)**

### **Code**

1. To enforce suspected traffic violation
2. To check personal details / documents
3. To check if wanted on warrant / bail conditions
4. To investigate suspected crime / disorder / asb
5. To follow up call for service / information received
6. To follow up intelligence report
7. To check on welfare
8. Part of a pre-planned police operation
9. Other (please specify)

### **Grounds for the Search**

Please specify in free text box

## **OBJECT / PURPOSE (b)**

### **Code**

- S. Stolen items
- O. Offensive weapon
- A. Articles for burglary / theft / deception / damage (going equipped)
- D. Drugs / Illegal substances
- F. Firearm
- T. Other

## **REASON FOR THE OUTCOME (c)**

### **Code**

- A. No further action
- B. Advised / Warned
- D. Arrested
- E. Other

The ethnicity of persons searched must be recorded in the section marked "PNC id", using the following classifications:

EC1 White European, E2 Dark European, EC3 African Caribbean, EC4 Asian, EC5 Oriental, EC6 Arabic, EC0 Unknown.

**16 + Self-defined ethnic classification**

<b>Category</b>	<b>Sub-groups</b>	<b>Code</b>	<b>Sub-Groups</b>	<b>Code</b>
Asian or Asian British	Indian	A1	Pakistani	A2
	Bangladeshi	A3	Any other Asian background	A9
Black or Black British	Caribbean	B1	African	B2
	Any other black background	B9		
Mixed	White and Black Caribbean	M1	White and Black African	M2
	White and Asian	M3	Any other mixed background	M9
Other ethnic group	Chinese	O1	Any other ethnic background	O9
White	British	W1	Irish	W2
	Any other white background	W9		
Not stated	Not stated	NS		

Details of damage caused or property found as a result of a stop / search should be recorded even if no arrest occurs. Arrests made as a result of stops / searches should be recorded, including offence and custody record number.

All officers conducting stops / searches must be recorded, including station name in full, LPU / station codes alone should not be used. In terrorism cases all police officers' names should be replaced by their Personal Number and duty station. In such cases an officer need not disclose their name by showing their warrant card.

# **AIDE MEMOIR**

## **Conduct of Searches**

Officers must take reasonable steps to give the person to be searched or in charge of the vehicle the following **before** conducting the search:

Grounds for the Search

Object / purpose of the search

Warrant card to be produced if not in uniform

Identify themselves: give their name

State their station

Explain entitlement to copy of search record if requested within a year

Legal power used

You are detained for the purpose of search

## **Failure to comply with these requirements may render the search and all subsequent actions unlawful.**

Officers must always respect the dignity of individuals and be polite and courteous when conducting searches. Every effort should be made to secure a person's co-operation in the production of an article sought before resorting to the use of force. Where force is used, this must be documented with reason a.

## **NOTES FOR GUIDANCE**

### **GROUNDNS**

"Reasonable grounds to suspect" must be based on objective grounds. As a guide, the grounds of a search should satisfy an observer viewing the circumstances independently. "Known criminal", "seen in a high crime area" or "time of day", or a combination of these are not valid grounds for a search. Grounds such as "acting suspiciously / furtively", must be qualified by specific detail of action or conduct. Stops / searches and the manner in which they are carried out may have considerable impact on relationships between the police and local communities. Stop and search powers do not affect the ability of an officer to speak or question a person in the ordinary course of their duties.

### **VOLUNTARY SEARCHES**

Force policy states that we do not conduct voluntary searches.

### **OBJECT OF THE SEARCH**

The items sought in a search must be specific and relate to the grounds for conducting the search, for example items for "going equipped", offensive weapon, knife or bladed implement. Phrases such as "prohibited articles" are not specific enough and are not acceptable.

### **RECORDING**

#### **A) Search**

An officer who has carried out a search must make a written record of it unless it is not practicable to do so on account of the numbers being searched or for some other operational reason e.g. in situations of public disorder. This should be done as soon as practicable after the search, but preferably at the time of the search.