START
This MP is used for info held on local systems or physical records/files.

Please read Overview and Guidance first Consult AT1 force specific policies

Does the information fall into any of the categories referred to at Note 1?

— Yes → **No Audit Trail Required**

— No ↓

Is the information background to a record on PNC?

— No →

— Yes ↓

Please use MP6 for PNC related information including PNC records impacted by the filtering of 'old & minor' offence records

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Irrespective of the classification of offence, does the <u>background information</u> include **any** of the following **elements/aspects**:

- **Action Which Could Endanger Lives or Cause Significant Harm**
- **Action Which Endangered Lives or Caused Significant Harm**
- Abduction / Kidnap / False Imprisonment / Hijacking
- Abuse of a position of trust involving Children or Vulnerable Adults (sexual, violence, emotional, financial)
- Animal Cruelty
- Arson
- Child Protection Matter / Abuse / Neglect
- Concealment Of Birth / Death
- 'Drink/Drug Driving' and 'Dangerous Driving'
- Drug Dealing/Substance Misuse
- Elder Abuse / Neglect/Cuckooing/Criminal coercion
- Failure to Safeguard
- Harassment / Intimidation / Bullying / Blackmail / Bribery
- Human Trafficking/ Modern Slavery
- Illegal Medical Practices
- Illegal Firearms Possession/ Possession of Weapon
- Murder / Manslaughter / Genocide
- Perjury / Perverting The Course Of Justice
- Racial Abuse / Religious Abuse / Hate Crime
- Robbery
- Sexual / Illegal Pornography / Grooming
- Significant behaviour that occurred in the home environment (Home Based applications see MP4)
- Stalking/Persistent Harassment
- Theft / Burglary / Fraud (where application is for Adult or Other Workforce)
- Violence (significant) against the vulnerable **see GD5**

— No →

— Yes ↓

If your role requires it – continue from MP3b. Otherwise record as 'Relevant for Further Consideration' on AT2 (but only if identity criteria has also been satisfied)

MP3a – Relevance (Local Information systems)
This process is intended to help determine whether information found on local systems should be recorded for further consideration (including Intel, NFAs, acquittals and other non-conviction information)

Could the information be categorised as:

- Argument - no violence
- Bigamy
- Breach of bail / Absconding From Custody
- Breach Of The Peace
- Criminal Damage
- Driving Offences not categorised in previous box
- Drunk And Disorderly
- Firearms Licence Granted
- Liquor Licence Offences
- Mental Health status (no indication of risk)
- Military Admin Offences (no crime)
- Non Payment Of Fines
- Piracy / Copyright
- Poaching
- Pollution - Noise / Environmental
- Routine check - nothing found
- Stop & Search - nothing found
- Theft / Burglary / Fraud - where application relates to contact solely with children
- Trespass
- Vagrancy
- Violence (minor/not significant)

— No →

If your role requires it – continue from MP3b. Otherwise record as 'Relevant for Further Consideration' on AT2 (but only if MP2 identity criteria has also been satisfied)

— Yes ↓

Unless you have good reason to consider this information further: NOT RELEVANT No Audit Trail Required

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Note 1: If the individual referred to in the information is **only** mentioned as either:

a. a **victim**, as an attending/investigating **police officer**, as a **witness** or as the **source** of the information, their involvement is Not Relevant and No Audit Trail is required

b. If the information is solely police intelligence which is **not related** to an alleged offence or risk of harm to the vulnerable then it is Not Relevant and No Audit Trail is required.

c. If the individual has been recorded as a Missing Person – and this is the only information that you hold - No Audit Trail Required as Missing Person status is not relevant on its own

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MP3b – Relevant Additive Details
What is sought here are those contextual details, from you local records, which might assist with an employer risk assessment. Details that show their actions/behaviour into context individual - See Guidance within GD5

> **This Method Product will help to determine whether the information (Hit) from MP3a contains useful contextual detail**
>
> **If your records hold the type of detail (hard information, not just supposition) listed in the Primary box, then the type of detail in the Secondary box may also be of use to the employer**
>
> **However, Secondary details are <u>not required</u> if Primary detail is not available or does not apply**

Primary

Does your info contain any of these details?

- Child victim(s) or child at risk?
- Vulnerable adult victim(s) or vulnerable adult at risk?
- Sexual element? (applies also to non-sexual offences)
- Domestic violence aspect?
- Organised crime aspect?
- Information about victim selection/targeting?
- Weapon use? (not weapon possession only)
- Victim injury or harm?
- <u>Relevant</u> mental health issues relating to offender (which present subject as a risk to others)?

Yes →

Relevant for Further Consideration. Record on AT2 only if MP2 identity criteria has also been satisfied. Check Secondary List

←→

Secondary

Only of use if you have any Primary detail

- Age and gender of victim(s)
- Relationship between offender and victim(s)
- Indication of premeditation or planning?
- How the offence occurred
- Where the offence occurred
- Any children present at the time of offence?
- Any violence offered/threatened?
- Drug or alcohol fuelled/related?
- Property stolen
- Offence committed in breach of any licence?
- Offence committed alone or with others?
- Other aggravating features

No

**Unless you have good reason to consider this offence further:
NOT RELEVANT No Audit Trail Required**

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Using MP3b to prevent creation of AT3
For AT2/AT3 forces, you may find that an AT2 has needlessly been created and passed to you after following the MP3a (i.e. information passed the MP3a test but, when you apply the MP3b to the information, it is clear that the information is not actually relevant for further consideration).

Where this is the case, annotate the AT2 with '**MP3b discard**' and do not create an AT3 (alternatively, just destroy the AT2).

Similar annotation (to discard) can be used for hits recorded on AT2 which you find do not pass the MP3b test (but where one or more other hits do pass the test and need to be considered further). This will serve to reduce the need to draft a rationale on AT3 to discard)