

START
 This MP is for records held on PNC - it is not for those which are only recorded elsewhere.
Please read Overview and Guidance first

For such records, do you hold (on PNC or other systems) **additional background / contextual detail** i.e. **background information** that will not be automatically disclosed?
This may include information that leads you to conclude that a particular Impending Prosecution (IP), PND, NG, NFA or filtered PNC offence needs to be considered further
See GD 5

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

- Yes
- Irrespective of the classification of offence, does the background information 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**

Yes
 If your role requires it – continue from MP6b. Otherwise record as 'Relevant for Further Consideration' on AT2 (but only if MP2 identity criteria has also been satisfied)

MP6a – Information additive to a PNC record
 This process helps identify whether information relating to a record on PNC, information which will not be disclosed automatically by DBS, should be recorded for further consideration (including offences removed from automatic disclosure by ROA and HO filtering, NFAs, acquittals etc.)

There are two possible 'Relevant' outcomes: one for those who only complete the AT2; the other for those who complete the AT2 AND part of the AT3

- 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

No

If your role requires it – continue from MP6b. 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 offence further:
NOT RELEVANT No Audit Trail Required

MP6b – Relevant Additive Details

Those details, held within your records, which might assist with an employer risk assessment, indicating either a **greater** or **lesser** risk than the headline offence alone would suggest (i.e. putting the offence into its proper context) - See Guidance Pages

This Method Product will help to determine whether the information (Hit) should be recorded/retained further consideration.

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 detail is **not required** 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?
- **Relevant** mental health issues relating to offender (which present subject as a risk to others)?
- **Mitigating/lessening factors?**

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

Note It should be noted that **Third Party information**, including conviction information, is NOT automatically disclosed. All **relevant** Third Party information may be considered 'additive' for Disclosure purposes and require further consideration.

Using MP6b 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 MP6a (i.e. information passed the MP6a test but, when you apply the MP6b 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 '**MP6b 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 MP6b 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)