Force Name – 33 Leicestershire   **Appendix 1**

Section 1 - Applicant Searches (Undertaken for all applications).

Section 1.1 – System searches

No	Information Source	Search criteria used	When searched
1.	Police National Computer (PNC)	Search using the Applicant's full Surname and full Forenames, with the Date of Birth. **For Example, if the following details are shown on the LPF Search Request:** Name: Stephen Paul Mason DOB: 28-Sep-1978 Gender: Male **Search as Follows:** - Mason/Stephen/Paul;28091978	Initially only when DBS have provided a match on the applicants application form, however if local information leads you to believe there will be a PNC record then a check should be carried out.
2.	GENIE 2.0	Search using the first 3 letters of the Applicant's Surname(s) <u>and</u> Forename(s), for all combinations of Surnames/Forenames (current, other or Alias), as shown on an LPF Search Request. **For Example, if the following details are shown on the LPF Search Request:** Name: Stephen Mason Other Name: Paul Carter **Search as Follows:**	Carried out for all LPF referral reasons.

		1st Search - mas in Surname field - ste in Forename field **2nd Search** - car in Surname field - pau in Forename field	
3.	Child Protection (CATS)	Search using the full Surname, (current, other or Alias), of the hit identified during a search on GENIE. If there could be different variations of a Surname or the spelling may be in doubt then search using the first 2-4 letters of the Surname as opposed to using the full Surname for example Smith could be spelt Smith, Smythe, Smyth or Smit therefore use 'sm' as the surname search criteria. If a large number of possibles are returned or access is denied then consider refining the search by including the Applicant's partial Forename in the search criteria **For Example, if the following details are shown on the LPF Search Request:** Name: Stephen Mason **Search as Follows:** - mason in Surname field **If a large quantity of are returned or access is denied search as follows:** - mason in Surname field - ste in forename field Alternatively the specific system URN number can be used to	When a hit on the CATS system has been identified through GENIE. When a BRC record is identified on CATS, Cardbox must be checked for any further information or to try and locate a family file.

		access the relevant record on CATS *Please note CATS is a read only system and is no longer Live, any new Child Protection Reports are now incorporated within the Niche system*	
4.	Micro Crime	Search using the Genie System only see section 2 above for details ** Micro crime can only be accessed via the link on Genie by clicking on the URN number*	When a hit on the Microcrime system has been identified through GENIE.
5.	Legacy Custody & NSPIS	Search using the Genie System only see section 2 above for details ** The Custody system is no longer accessible separately and information can only be viewed from the Genie screen* ** Please note that Custody Legacy and NSPIS are read only systems and are no longer live. Any new Custody Records are now incorporated within the Niche system*	When a Hit on the Legacy Custody or NSPIS System has been identified through GENIE.
6.	Phoenix Crime & Intelligence System (Formerly known as CIS)	Search using the first 3 letters of the Applicant's Surname(s) and Forename(s), for all combinations of Surnames/Forenames (current, other or Alias), as identified through searches on GENIE. **For Example, if the following details are known through searches on GENIE:** Current Name: Christine Mathers Date of Birth: 10-Jul-1945	When a Hit on the Phoenix system has been identified through GENIE **OR** If the LPF referral reason is PLX and you are unable to locate a Hit on any other system.

		Search as follows: - mat in Surname field - chr in forename field If a large number of possibles are returned or access is denied then consider refining the search by including further letters from the applicants surname or forename in the search criteria. ***Phoenix can be accessed via the link on Genie by clicking on the URN number, alternatively the system can be accessed via the Phoenix icon on the desktop**	
7.	Firearms System (NFX)	Search using the applicants full Surname(s) and Forename(s) of the hit identified during the search on GENIE. **For Example, if the following details are known through searches on GENIE:** Current Name: Christine Mathers **Search as follows:** - mathers in surname field - christine in forename field *** Firearms can be accessed via the link on Genie by clicking on the URN number**	When a hit on the NFX system has been identified through GENIE.
8.	Magistrates Courts Results (MCR)	Search using the Genie System only see section 2 above for details *** MCR can only be accessed via the link on Genie by clicking on**	When a hit on the COURTS system has been identified through GENIE.

		the URN number	
9.	Niche	Search using the Genie System only see section 2 above for details *** Niche can be accessed via the link on Genie by clicking on the URN number, alternatively the system can be accessed via the Niche icon on the desktop**	When a hit on NICHE has been identified through Genie.

Section 1.2 - Additional information required in support of the potentially relevant traces found.

No	Information Source	Search criteria used	When searched
10	Officer in Case (OIC)	Request the required information by Email ensuring that the following information is provided; • Reference number taken from the relevant Local Information System. • Name and Date of Birth of HIT identified on Local systems • A brief description of what information you require, and why you require it.	If you require additional information in order to make one of the decisions using your method products, and you judge that the OIC will be the best source of this information **OR** Where you have found a Hit and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from the OIC. *Note: Ensure that all information is recorded within your AT2 for any future reference.*
11	Child Protection Team	Request the required information via phone call or by Email ensuring that the following information is provided;	If you require additional information in order to make one of the decisions using your method products, and you judge that the CPT will be the best source of this information

		- Name/DOB/Address of child involved taken from CATS/Niche system - Details of offender taken from CATS/Niche system - Crime Number taken from CATS/Niche system - A brief description of what information you require, and why you require it.	**OR** Where you have found a Hit on the CATS/Niche system and you consider that you need to obtain more information for a Risk Assessment as the current information on CATS/Niche is insufficient for Risk Assessment purposes. *Note: Ensure that all information is recorded within your AT2 for any future reference.*
12	**Antecedents**	Request the required information by Telephone or Email, ensuring that the following information is provided; - Name and Date of Birth. - Date of Court Hearing. - A brief description of what information you require, and why you require it.	If you require additional information in order to make one of the decisions using your method products, and you judge that antecedents will be the best source of this information **OR** Where you have found a Hit on PNC and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from antecedents. *Note: Ensure that all information is recorded within your AT2 for any future reference*
13	**Economic Crime Unit**	Request the required information by Telephone or Email, ensuring that the following information is provided; - ECU Reference Number taken from the relevant Local Information System. - Name and Date of Birth of HIT identified on Local systems	If you require additional information in order to make one of the decisions using your method products, and you judge that the ECU will be the best source of this information **OR** Where you have found a Hit on Local System/PNC and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from the ECU.

		• A brief description of what information you require, and why you require it.	*Note: ECU will only confirm whether they hold information that is relevant to the police or DBS.* *Note: Ensure that all information is recorded within your AT2 for any future reference*
14	Special Branch	Request the required information by Telephone or Email, ensuring that the following information is provided; • **Name and Date of Birth of HIT identified on Local systems** A brief description of what information you require, and why you require it. We should use the following email address : SB Admin	If you require additional information in order to make one of the decisions using your method products, and you judge that Special Branch will be the best source of this information **OR** Where you have found a Hit on Local System/PNC and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from the Special Branch. *Note: Special Branch will only confirm whether they hold information that is relevant to the police or DBS.* *Note: Ensure that all information is recorded within your AT2 for any future reference*
15	Immigration Service (UK Border Agency)	Request the required information by fax, ensuring that the following information is provided; • **Name and Date of Birth of HIT identified on Local systems** • A brief description of what information you require, and why you require it.	If you require additional information in order to make one of the decisions using your method products, and you judge that UK Border Agency will be the best source of this information **OR** Where you have found a Hit on Local System/PNC and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from the UK Border Agency. *Note: Immigration will only confirm whether the individual is permitted to work in the country etc.*

			Note: Ensure that all information is recorded within your AT2/UK Border Agency folder, for any future reference
16	Phoenix Department	Request the required information by email ensuring that the following information is provided; • Name and Date of Birth of HIT identified including PNC ID if relevant. • A brief description of what information or action you require, and why you require it.	If you require additional information in order to make one of the decisions using your method products, and you judge that UK Border Agency will be the best source of this information **OR** Where you have found a Hit on Local System/PNC and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from Phoenix **OR** Information held on the PNC system requires amending or deleting
17	Any other Police Department or Police Partnership Agency	Request the required information by telephone/email ensuring that the following information is provided; • Name and Date of Birth of HIT identified including PNC ID if relevant. A brief description of what information or action you require, and why you require it.	If you require additional information in order to make a decision regarding an identified 3rd Party Hit using your method products **OR** Where you have found a 3rd Party Hit and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from the relevant source *Note : Ensure that all information received from the source is recorded within your AT2 for future reference*

Section 2 - Home Based Searches / 3rd Party Checks

Section 2.1 – System searches

No	Information Source	Search criteria used	When searched
18	Firearms System (NFX) Phoenix Crime & Intelligence System (Formally CIS) Child Protection (CATS) Legacy Custody & NSPIS Niche	The Genie 2.0 System now searches addresses on all systems listed in the Information Source column. Search all of the applicant's addresses in our force area. If necessary due to the amount of data returned refine a search by including the house number within the search. **For Example, if the following are shown on the LPF Search Request:** Name: Stephen Mathers Address: 25 Boulter Crescent, Leicester, LE5 1FY **Search as Follows:** - Boulter in Street field If large quantity of data returned **Refined Search as Follows:** 25 in the house number field / Boulter in Street field	Always for Home Based Occupations. Any Leicestershire addresses within the last 12 months must be checked.

		System searches to be completed if a possible Third Party is identified	
19	Police National Computer (PNC)	Search using the 3rd Party's details as per Section 1.1	When a Hit on a 3rd Party is identified through Local System Searches on the Applicants address.
20	GENIE 2.0 (Please refer to Section 3)	Search using the 3rd Party's details as per Section 1.1	When a Hit on a 3rd Party is identified through Local System Searches on the Applicants address.
21	Child Protection (CATS)	Search using the 3rd Party's details as per Section 1.1	When a Hit on a 3rd Party is identified through Local System Searches on the Applicants address.
22	Legacy Custody & NSPIS	Search using the 3rd Party's details as per Section 1.1	When a Hit on a 3rd Party is identified through Local System Searches on the Applicants address.
23	Niche	Search using the 3rd party's details as per Section 1.1	When a Hit on a 3rd Party is identified through Local System Searches on the Applicants address.

24	**Phoenix Crime and Intelligence System (Formerly CIS)**	**Search using the 3rd Party's details as per Section 1.1**	**When a Hit on a 3rd Party is identified through Local System Searches on the Applicants address.**

Section 2.2 - Additional information required in support of the potentially relevant traces found.

No	Information Source	Search criteria used	When searched
25	Officer in Case (OIC Child Protection Team Any other Department within the Police such as SADO Special Branch Antecedents Economic Crime Unit Phoenix Department Any other	See section 1.2 (10-17) for details	If you require additional information in order to make a decision regarding an identified 3rd Party Hit using your method products **OR** Where you have found a 3rd Party Hit and you consider that the information currently available is insufficient for Risk Assessment purposes without obtaining further information from the relevant source *Note : Ensure that all information received from the source is recorded within your AT2 for future reference*

| | | Police Partnership Agencies such as

LADO

Social Services | | |
|---|---|---|---|---|

Last updated 11/10/16

Section 3 – Force Specific Policy towards Offences / intelligence

This section should be used to record any force specific policy/exceptions that your chief officer has risk assessed and deemed appropriate within your Disclosure Unit.

Policy Exception number	Description	Date implemented
14	Local intelligence (and any relating non conviction PNC data) that relates to an investigation where the applicant is identified and then eliminated from the investigation due to identification through forensic means; e.g. fingerprints taken at the scene that are later disregarded, can be categorised as 'Not Relevant – No Audit Trail Req'd'; Judicial Rationale In these incidents an applicant will only have been named as a suspect due to forensic evidence, and will later be documented as an 'innocent ident' thereby removing them as a suspect for the offence. Such information would not pass the evidential test and therefore disclosure of such detail would not be reasonable or proportionate and would not stand up to being challenged by the applicant or subjected to the scrutiny of a judicial review. The potential risks posed to the vulnerable groups and this force in not considering the above intelligence is considered to be outweighed by the fact that the applicant will only have. *The Policy Exception number must be noted in the Production Log System in the relevant column*	1 Sept 2012

15	Local intelligence (and any relating non conviction PNC data) that relates to an investigation where officers clearly state that the allegations have been proven to be malicious or false, can be categorised as 'Not Relevant – No Audit Trail Req'd'; Judicial Rationale Such information would not pass the evidential test and therefore disclosure of such detail would not be reasonable or proportionate and would not stand up to being challenged by the applicant or subjected to the scrutiny of a judicial review. The potential risks posed to the vulnerable groups and this force in not considering the above intelligence is considered to be outweighed by the fact that the allegations have been proven to be malicious or false. *The Policy Exception number must be noted in the Production Log System in the relevant column*	1 Sept 2012

Last updated 10/2016