

**GWENT POLICE  
PUBLICATION OF MISCELLANEOUS PROPERTY TO THE  
PUBLIC  
PROCEDURE**



Heddlu  
Gwent  
Police

**1.0 Procedure**

***Aim***

- 1.1 In line with our National Intelligence Model Policy, the aim of this procedure is where a photograph or picture or other medium is available for publication, relating to an item of property consideration should be given to using the Gwent Police Force Internet page as a means of highlighting awareness to the public in order to:-

Secure and preserve evidence

Identify offenders by bringing offenders to justice

Repatriate property to rightful owner

Support victims of crime

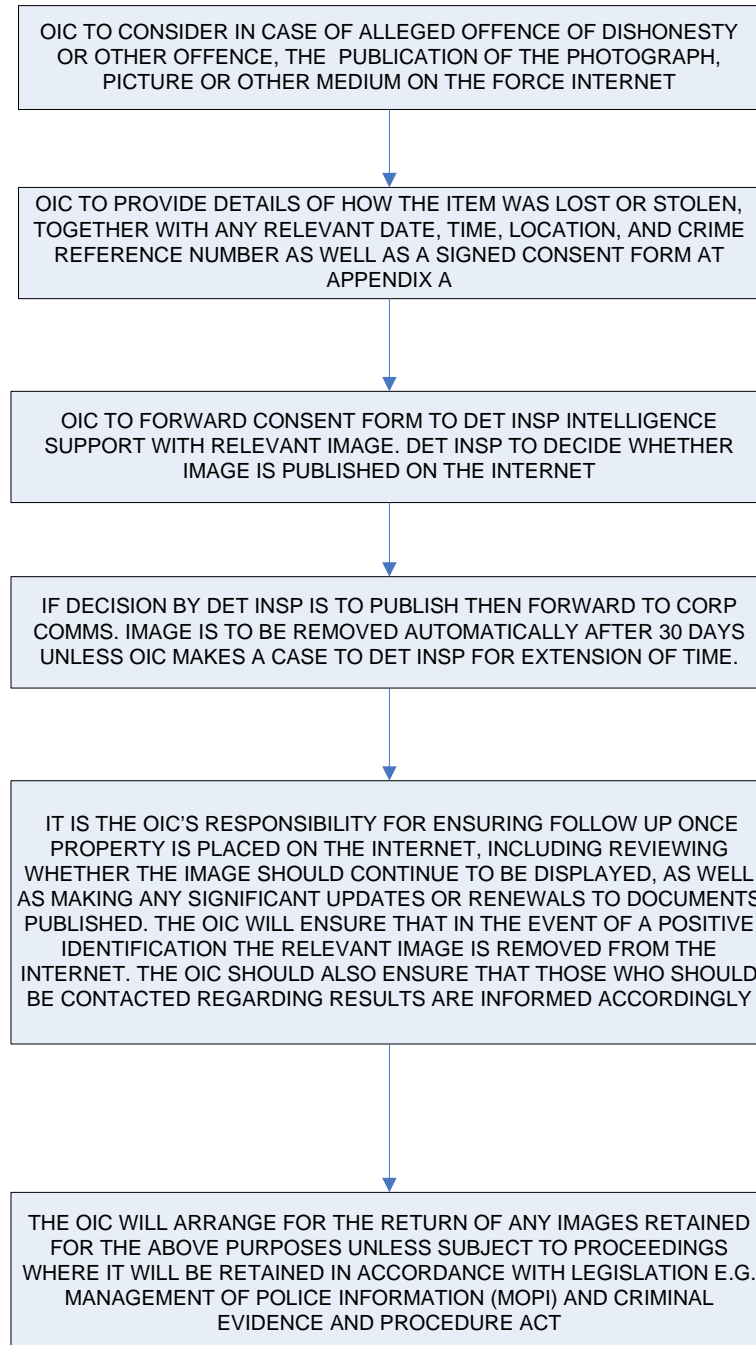
Engage in community partnerships working closer with the community

Gather information, task resources and brief and de-brief accordingly

Prevent crime and disorder through improved engagement with communities and increase accessibility of police officers and police staff.

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE**

## PUBLICATION OF MISCELLANEOUS PROPERTY TO THE PUBLIC



## **Process**

- 1.2 Where in the case of an alleged offence of dishonesty information in the form of a photograph or picture or other medium for publication is available consideration should be given to using the Gwent Police Force Internet site as a means of highlighting awareness to the public.
- 1.3 Police personnel will consider the value of such items being published on the internet. The criteria to be met is that the item can be displayed on the internet as indicated at 1.2. and the item is of significant value and identifiable.
- 1.4 The member of police personnel receiving the information will provide details of how the item has been lost or stolen, together with any relevant date, time, location and crime reference number. It is essential that this is accompanied by a signed consent by the owner or responsible person as outlined in Appendix A .
- 1.5 The consent form will be forwarded in the first instance to the Detective Inspector Intelligence Support with the relevant image who will then make a decision as to whether the item should be published on 'Latest news and appeals' on Gwent Police Internet. If it is decided that the image is to be published, the image will be forwarded to Corporate Communications for publication. It will be published on the Force internet as soon as possible and removed unless otherwise authorised after 30 days and archived. It is the officer in the cases responsibility for ensuring follow up once property is placed on the internet, including reviewing whether the image should continue to be displayed, making any significant updates or renewals, and ensuring those who should be contacted regarding results are informed. In the event of a positive identification, the Officer in the case will confer with Corporate Communications to ensure the removal of the image from the internet. In any other case the image will be returned to the member of Police Personnel sending the image to be returned to rightful owner if appropriate.
- 1.6 The consent form will be stored at Police Headquarters Force Intelligence Directorate.

- 1.7 All staff are to brief themselves through the Force internet or BATS 'slow time' briefing intranet site, to avail themselves of current outstanding publications of miscellaneous property and to gather information through community liaison.
- 1.8 The image will be retained on the system for one month from the date of publication and the OIC will be responsible for seeking authorisation from the Detective Inspector for any further extensions if required. Details of the OIC will be published with the image for them to be contacted in the event of identification, as well as 24/7 Intelligence. The image will be archived for 12 months by the Corporate Communications Department. However where it is subject to proceedings it will be retained as required by Management of Police Information rules and the Criminal Evidence Procedures Investigatory Act 1996. Where appropriate the original item will be returned to the rightful owner using the form at Appendix A.
- 1.9 This procedure does not preclude individuals using Crimestoppers to provide information.
- 1.10 The Corporate Communications Department will publicise positive results arising out of positive identification as appropriate.

## **2.0 The Legal Basis and Legitimate Aims**

The Police and Criminal Evidence Act 1984 does state that property can be retained only for as long as is necessary in the circumstances.

(a) It may be retained:

(i) for use as evidence at a trial for an offence

(ii) for forensic examination or for other investigation in connection with an offence; or

(iii) where there are reasonable grounds for believing that it has been stolen or obtained by the commission of an offence, in order to establish its lawful owner.

(b) Property cannot be retained for (i) and (ii) above if a photograph would suffice for these purposes.

(c) If property is retained, the person who had custody or control of it immediately prior to its seizure must, on request, be provided with a list or description of the property within a reasonable time.

(d) They or their representative must be allowed supervised access to the property to examine it or have it photographed or must be provided with a photograph, in either case within a reasonable time of any request and at their own expense, unless the officer in charge of an investigation has reasonable grounds for believing that this would prejudice the investigation of an offence or of any criminal proceedings. In this case a record of the grounds must be made.

### **3.0 Human Rights Certification of Compliance**

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

### **4.0 Compliance with The Welsh Language Scheme**

This procedure aims to comply with the organisations Welsh Language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

### **5.0 Risk Assessment and health and safety Considerations**

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

## **6.0 Procedure Identification Section**

**Procedure Title: PUBLICATION OF MISCELLANEOUS PROPERTY TO THE PUBLIC**

**Reference: 516/2 b issue 2**

**ACPO Lead: ACC**

**Service Area Owner: CID**

**Department Responsible: Intelligence Directorate**

**Links to other Policies/Procedure: Data Protection, Information Security, NIM, Management of Records, Road Death Investigation, Media, Searching of Premises, Crime Recording, CHIS, Critical Incidents, Witness Care, repeat Victimisation.**

**Procedure Implementation Date: 19<sup>th</sup> Jan 10**

**Procedure Review Date: Two years from implementation.**

Appendix 'A'

**PUBLICATION OF MISCELLANEOUS PROPERTY TO THE  
PUBLIC CONSENT FORM**

DATE	TIME	DESCRIPTION	CRIME REF NO.	COMMENTS

**I hereby certify that I agree for the above described photograph / picture / other medium to be published on the Gwent Police Internet site.**

**I wish / do not wish for the photograph / picture / other medium to be returned.**

**Signed  
Witness**

**Date  
Date**

**I have received photograph/picture/ other medium  
Signed**

**Date**