

At point 3.1.1 in your **PP/03** Force Policy document, what exactly are the incurred '**obligations**', and where/ in which Force Policy document are they listed or contained? Please provide a link to or copy of such Policy document.

**The obligations are to take positive action at all stages in the investigation, although there is no actual list of obligations,**

**Please also note: the Force Policy PP/03 is currently under review.**

At point 3.6.6 in your **PP/03** Force Policy document, what exactly are the '**steps**' that should be taken, and where/ in which Force Policy document are they listed or contained? Please provide a link to or copy of such Policy document.

**Officers should obtain and record the following information from a witness to early complaint:**

- **The circumstances in which the disclosure took place (including location and method, e.g., in person, by letter or telephone)**
- **Victim's disclosure (verbatim)**
- **Any witnesses to the early complaint**
- **The victim's demeanour (this may include the state of dress, any physical injuries or observable conditions such as crying, hysteria or trembling)**
- **If the report was made to a police control room, the 999 recording should be secured. The officer or member of staff receiving the call could give evidence as a witness to early complaint and a statement should be taken from them as soon as possible**

Please provide a link to or copy of your Force Policy that deals with fundamental guidance concerning '**WC393**' supervisory decisions.

**There has been no specific supervisors Public Protection Unit course, the importance of clear recording is threaded through the SCAIDP (Specialist Child Abuse Investigator Development Programme) course that is open to supervisors and also the Detective Sergeant's course and the ICIDP (Initial Crime Investigators Development Programme). The same level of recording of investigations covers all departments it is not just particular to 393's there is no specific input on 393's**

Is your E1070 Force Policy document still applicable and enforced within West Midlands Police? Please provide a link to or copy of your E1070 Force Policy document.

**E1070 is showing as an old policy in our policy tracker, within the West Midlands Police policy portal there is no published policy around pocket notebooks.**

Please provide a link to or copy of your Force Policy that deals with fundamental guidance concerning '**ICIS EFB**', and that lists or shows the minimum details required for any evidential upload.

**We don't have a policy/standard operating procedure with regards to ICIS/EFB – however please find attached the West Midlands Police version of the national file standards**