



# **Encounter / Stop and Search**

The power to Encounter / Stop and Search is critical to the role of the police. When used fairly it is the key to the development of good relations between police and communities. Use the power wisely and appropriately.

[www.suffolk.police.uk](http://www.suffolk.police.uk)

## Reasons for Search/Arrest code

Stolen property (s1 PACE)	<b>A</b>
Drugs (s23 Misuse of Drugs Act)	<b>B</b>
Firearms (s47 Firearms Act)	<b>C</b>
Offensive weapons (s1 PACE)	<b>D</b>
Going equipped (s1 PACE)	<b>E</b>
Other power (see Annex A of Code A PACE)	<b>F</b>
Terrorism s.47A(2) (vehicle/occupants)	<b>G</b>
Terrorism s.47A(3) (pedestrians)	<b>H</b>
Anticipated violence (s60 CJPO Act)	<b>J</b>
Articles to cause criminal damage (s1 PACE)	<b>K</b>
Arrested other offence	<b>L</b>
Terrorism s.43	<b>M</b>

## Outcome code

No further action	<b>1</b>
Advised	<b>2</b>
Verbal warning	<b>3</b>
Arrested	<b>4</b>
Cannabis warning	<b>5</b>
Penalty Notice issued	<b>6</b>
Other	<b>7</b>

# SUFFOLK CONSTABULARY

Copy for police (white)  
Copy for person stopped (yellow)

## Person only search / Vehicle search / Encounter

(delete as appropriate)

First Name(s)\* .....

Family Name\* .....

\*(if name not given, use space to give a description)

Gender M  F  DoB 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 A/Age .....

IC Code  SDE Code 

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Address .....

..... Post Code 

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--	--	--

Vehicle Type ..... VRM .....

Object of Search and Grounds .....

.....  
.....  
.....  
.....  
.....  
.....

### Encounter/Search

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
Time H 

H	H	M	M
---	---	---	---

### Encounter/Search (if different location)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  

H	H	M	M
---	---	---	---

Loc'n .....  
..... SNT Code 

--	--

Search Code  Outcome Code  Arrest Code   
Damage caused\*  Injury caused\*

\*Details .....

Stopping / Searching Officer .....

Epaulette No. 

--	--	--	--

 Other officers 

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 Team/Unit.....

Tick to request a Youth Nuisance or ASB letter

Please detail circumstances below / Additional Information

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Thinking about the experience of being searched by your local police on this occasion. Which of the following statements do you agree with?

**Q1.** I understand the reason I was searched?

Yes

No

**Q2.** During the search I was treated professionally, respectfully and with dignity

Yes

No

S i g n a t u r e

If applicable, date Supervisor's letter sent

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Supervisor's Signature .....

Epaulette No.

--	--	--	--	--

Stops Database Ref. No.

--	--	--	--	--	--	--	--

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---	---	---	---	---	---	---	---

 A/Age .....

IC Code  SDE Code 

--	--

Address .....

..... Post Code 

--	--	--	--	--	--

--	--	--

Vehicle Type ..... VRM .....

Object of Search and Grounds .....

.....

.....

.....

.....

.....

### Encounter/Search

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Time H 

H	H	M	M
---	---	---	---

### Encounter/Search (if different location)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

H	H	M	M
---	---	---	---

Loc'n .....

..... SNT Code 

--	--

Search Code  Outcome Code  Arrest Code

Damage caused\*  Injury caused\*

\*Details .....

Stopping / Searching Officer .....

Epaulette No. 

--	--	--	--	--

 Other officers 

--	--	--	--	--

 Station/Team .....

## **Police powers to stop and search**

- ▶ The law gives Police Officers powers to search you, anything you are carrying and any vehicle you are in.
- ▶ Police must use their powers of stop and search fairly and without unlawful discrimination. They will try to be considerate and courteous but they also need to be aware of their personal safety and the safety of the public.
- ▶ In some circumstances, Police Officers can use reasonable force to detain and search you.

## **What must a Police Officer tell you?**

Before making a search, the Police Officer must take reasonable steps to tell you:

- ▶ that you are detained for the purpose of a search;
- ▶ their name (except for Anti-Terrorism searches or otherwise where the officer reasonably believes that giving their name might put them in danger, in which case their warrant number or other identification number shall be given) and the police station they are from;
- ▶ what they are searching for in general terms (the items they are looking for);
- ▶ what reason they have for searching you (excluding Terrorism powers and powers under Section 60 Criminal Justice and Public Order Act (CJPOA));
- ▶ what legal power or authority they have for searching you;
- ▶ that you are entitled to a full copy of this record now or at any time within the next 3 months.

If not in uniform they must show you their warrant card.

## **How far can a Police Officer search?**

- ▶ If the search takes place in public, the Police Officer can usually only ask you to remove your outer coat, jacket and gloves – except for Terrorism and Sec 60 CJPOA searches.
- ▶ Out of public view you may be asked to remove your headgear, footwear or any item concealing identity.
- ▶ If the Police Officer needs to perform a more thorough search, it must be done out of public view by a Police Officer who is the same sex as you and out of view of any person of the opposite sex to you.

## Searching of Unattended Vehicle

Application for compensation for any damage caused by the search may be made to the police station shown on the form or to:

**The Chief Constable, Suffolk Constabulary, Force Headquarters,  
Martlesham Heath, Ipswich, Suffolk IP5 3QS**

## Recording of an Encounter

When an officer requests a person in a public place to account for themselves, i.e. their actions, behaviour, presence in an area or possession of anything, a record of the encounter must be completed at the time and a receipt given to the person who has been questioned (unless it is wholly impractical to do so).

## Complaints Procedure:

If you believe that you have been treated unfairly or unlawfully during a stop and / or search, you may make a complaint about any specific officer(s). To make a complaint:

- ▶ Go in person to any police station.
- ▶ Telephone, email or write to the Superintendent in charge of the police area where you were stopped and / or searched. For the relevant contact details telephone **01473 613500**
- ▶ Contact the Independent Police Complaints Commission (**[www.ipcc.gov.uk](http://www.ipcc.gov.uk)**).
- ▶ Give consent for another person to complain on your behalf.

## Community Reporting Centres

It is now possible to make a complaint using a Community Reporting Centre which is independent from the Police Service. These are currently situated at any Citizens Advice Bureau in Suffolk or at the Ipswich and Suffolk Council for Racial Equality situated at **46a St Mathews St, Ipswich, Suffolk, IP1 3EP** (telephone **01473 408111**).

For further information about stop and search and your rights please visit the Suffolk Constabulary website (**[www.suffok.police.uk](http://www.suffok.police.uk)**), which includes information about stop and search in other languages. The Suffolk Constabulary is committed to increasing community confidence in its use of stop and search.

<b>Reasons for Search/Arrest Code</b>	
Stolen property	A
Drugs	B
Firearms	C
Offensive weapons	D
Going equipped	E
Other power	F
Terrorism s.47A(2)	G
Terrorism s.47A(3)	H
Anticipated violence s.60	J
Articles to cause criminal damage	K
Arrested other offence	L
Terrorism s.43	M

<b>Outcome Codes</b>	
No further action	1
Advised	2
Verbal warning	3
Arrested	4
Cannabis warning	5
Penalty Notice issued	6
Other	7

**“We ask people about their ethnicity so that the fair treatment of different ethnic groups can be monitored (internally and independently) to improve the service we provide. Please look at this chart and tell me how you describe your ethnic identity.”**



<b>Self Defined Ethnicity Code</b>	
<b>Asian or British Asian (A)</b>	
Indian	<b>A1</b>
Pakistani	<b>A2</b>
Bangladeshi	<b>A3</b>
Any other Asian background	<b>A9</b>
<b>Black or Black British (B)</b>	
Caribbean	<b>B1</b>
African	<b>B2</b>
Any other Black background	<b>B9</b>
<b>Chinese or Other Ethnic Group (O)</b>	
Chinese	<b>O1</b>
Any other ethnic group	<b>O9</b>
<b>Mixed (M)</b>	
White and Black Caribbean	<b>M1</b>
White and Black African	<b>M2</b>
White and Asian	<b>M3</b>
Any other mixed background	<b>M9</b>
<b>White (W)</b>	
British	<b>W1</b>
Irish	<b>W2</b>
Any other white background	<b>W9</b>

<b>It is recognised that whilst dealing with the public, there may be occasions when the self-defined ethnicity classification is not obtained. In such circumstances the following codes should be used:</b>	
Where the person declines to define their ethnicity	<b>N1</b>
When the person does not appear to understand what is required	<b>N2</b>
Where the officer's presence is urgently required elsewhere	<b>N3</b>
Situation involving public disorder	<b>N4</b>

<b>Identity Code (IC) (officers' perceived ethnicity code)</b>	
White – North European	<b>1</b>
White – South European	<b>2</b>
Black	<b>3</b>
Asian	<b>4</b>
Chinese, Japanese or any other South East Asian	<b>5</b>
Middle Eastern	<b>6</b>
Not recorded/Unknown	<b>0</b>

# SNT Codes

<b>WESTERN AREA</b>	
<b>Forest Heath</b>	
Brandon	FB
Mildenhall	FM
Newmarket	FN
<b>Mid Suffolk</b>	
Stowmarket	MK
Mid Suffolk South	MS
Mid Suffolk North	MN
Mid Suffolk Central	MC
<b>St Edmundsbury</b>	
Bury Central	SC
Bury East/West	SE
St Edmundsbury Rural North	SN
St Edmundsbury Rural South	SS
Haverhill	SH
<b>Babergh</b>	
Sudbury & Great Cornard	BS
Babergh East	BE
Babergh West	BW

<b>EASTERN AREA</b>	
<b>Waveney</b>	
Beccles & Bungay	WB
Southwold & Halesworth	WH
Lowestoft North	WN
Lowestoft Central	WC
Lowestoft South	WS
<b>Suffolk Coastal</b>	
Felixstowe & District	CF
Woodbridge & District	CW
Kesgrave & District	CK
Leiston & Aldeburgh	CA
Saxmundham & Framlingham	CS
<b>Ipswich</b>	
Ipswich South East	IS
Ipswich South West	IW
Ipswich Central	IC
Ipswich North East	IE
Ipswich North West	IN

## NOTES FOR GUIDANCE

- ▶ **If search is proposed:** Give **GOWISELY** – **G**rounds for search (or authority, e.g. s60 and s44); **O**bject of search; produce **W**arrant card if not in uniform; **I**ntity (your name); **S**tation to which attached; explain their **E**ntitlement to a copy of the search record; **L**egal search power exercised; explain “**Y**ou are being detained for the purpose of a search”.
- ▶ **Description:** If the person stopped does not give their name, use the space provided for names to record their description.
- ▶ **Search Grounds:** Indicate the reasons that give rise to suspicion. Record in bullet format.
- ▶ **Damage or injury caused:** If any injury or damage is caused, include full details on appropriate forms.
- ▶ **Searching / Stopping officer:** This must be the officer who conducted the search or stop. Write in **BLOCK CAPITALS**: rank, first name and family name, except in terrorism cases when epaulette number will suffice.
- ▶ **Copies:** The officer keeps the white police copy and gives the two yellow sheets to the person stopped.