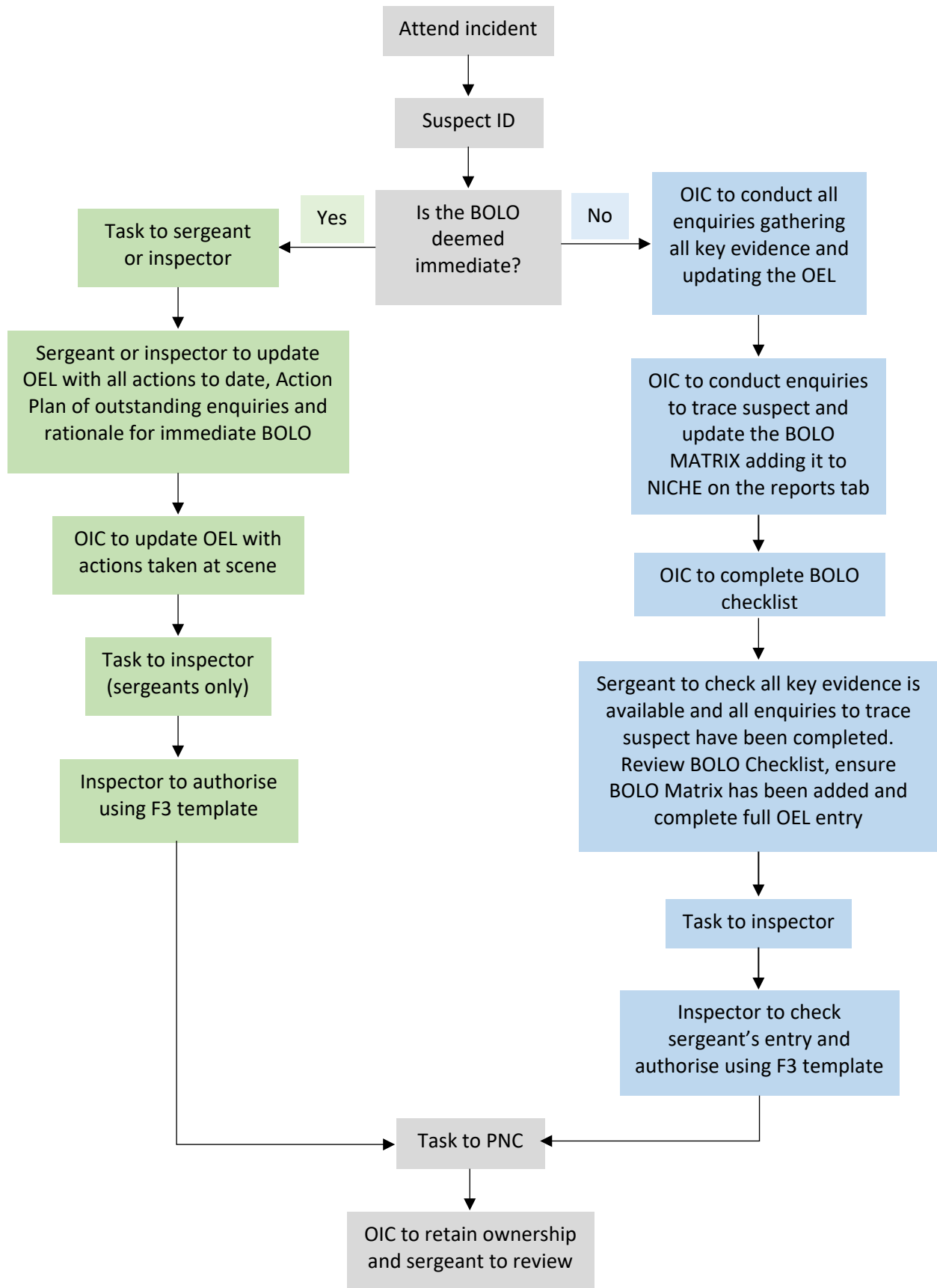


BOLO Circulation

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Flowchart



Policy Statement

Summary

“Be On the Look Out for” (BOLO) is the warning flag used on Niche to describe when a suspect is circulated on the Police National Computer (PNC) as wanted.

Good quality BOLO management limits the amount of time suspects remain wanted by the police and therefore their likelihood of re-offending whilst on BOLO. It improves police efficiency, delivers swifter justice, and improves victim satisfaction.

The aim of this policy is to have a standardised approach to circulating BOLOs, ensuring that nominals are circulated appropriately and timely.

Scope

This policy applies to all police officers.

Principles

General

- The BOLO circulation process across the force is standardised. Each district will follow the same principles prior to a suspect becoming BOLO as outlined in this policy.
- Each case will be assessed dependent upon its individual circumstances and threat, harm and risk. There will be two types of BOLO: immediate and non-immediate circulation.
- It is accepted that certain crime types and specific circumstances will justify BOLO immediately. Where the suspect is recorded on one of the following crimes there is a presumption that these will justify immediate circulation:
 - High risk domestic incident;
 - Serious sexual offence;
 - Serious violence (section 18/20);
 - Serious acquisitive offender with high likelihood of reoffending;
 - Active organised crime group (OCG) member or other dangerous offender;
 - Recorded three or more outstanding offences; and
 - Any other risk that the officer in case (OIC) identifies.
- These will require full consideration of the sergeant/inspector with a full rationale and action plan outlined on the OEL.
- In cases where circulation is **not** deemed immediate, it will be expected that all reasonable lines of enquiries will be completed and all key evidence (all evidence required to make a charging decision) will be available, attached to the crime and documented correctly on the Niche occurrence via the BOLO matrix report which is available on Niche (bespoke

information for each District can be obtained within each document) for all Districts to utilise and .

- All reasonable lines of enquiry to trace the suspect must be exhausted, and the BOLO checklist completed.
 - It is known that with good investigative work to locate a suspect often avoids the necessity to circulate as BOLO.
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Responsibilities

Officer in Case (OIC)/Attending Officer

- Responsibilities** The OIC/attending officer is responsible for:
- Where circulation **is** deemed immediate, documenting all actions conducted to date on the OEL, liaising then with a sergeant or inspector who will then endorse the OEL with the rationale for immediacy and action plan of outstanding enquiries. (*The BOLO checklist does not need completing at this time*);
 - Where circulation is **not** deemed immediate, ensuring all reasonable lines of enquiry have been conducted, including extended enquiries (DWP checks, Probation, housing, IOM, Immigration POCA, Open Source etc.) and documented clearly via the BOLO Matrix, with all key evidence available;
 - Ensuring all reasonable lines of enquiry to trace the suspect have been conducted and documented clearly on the BOLO Matrix document; and
 - Ensuring the BOLO checklist on the OEL is completed accurately.
-

First Line Manager (Sergeant/Inspector)

- Responsibilities** First line managers are responsible for:
- If immediate circulation is required, ensuring a rationale from sergeant or inspector is clearly documented on the OEL with a rationale to the immediacy of the circulation;
 - Ensuring that, if no sergeant is available, the OIC goes direct to an inspector to avoid any delay in circulation. The inspector must assess if immediate circulation is required and provide a rationale on the OEL;
 - Where circulation is **not** deemed immediate, ensuring all lines of enquiry have been conducted and documented clearly on the BOLO Matrix by the OIC;
 - Ensuring all lines of enquiry to trace the suspect have been conducted and document clearly on the BOLO Matrix by the OIC;
 - Ensuring the BOLO checklist is completed accurately;

- If satisfied that BOLO is appropriate, providing a full entry on OEL including all key evidence available, anything outstanding and what arrest enquiries have been made to date; and
 - Tasking to an inspector for consideration for authorisation.
-

Second Line Manager (Inspector)

- Responsibilities** Second line manager are responsible for:
- If immediate circulation is not required, ensuring the OIC has completed the checklist and updated the BOLO Matrix, and also confirming that the sergeant has provided a full OEL entry giving a rationale for circulation;
 - Taking a robust approach in making BOLO decisions. If it is not deemed appropriate to circulate at that time, rejecting the request with a rationale on the OEL and sent back to the OIC for further work; and
 - If suitable for circulation, sending a task to PNC authorising the BOLO and updating the OEL accordingly.
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BOLO Checklist

- Checklist**
- This checklist is to be completed by the OIC for non-immediate BOLO requests. It is located on Niche, in the OEL, under Investigator templates:

Please note that all the following enquiries must be considered. However, this is not a mandatory list and all enquiries must be reasonable and proportionate for the circumstances:

Has all key evidence been obtained? Yes/No (if no, why not?)

Have checks been conducted on Niche/Corvus/PNC? Yes/No (If no, why not?)

If a serious crime, has a PND check been conducted? Yes/No (if no, why not?)

What addresses have been checked?

How many arrest attempts have been undertaken?

Have enquiries been made to establish whether the suspect works and if so, has their place of work been identified and enquiries made with the employer? Yes/No (if no, why not?)

Has a Department of Working and Pensions (DWP) enquiry been submitted?
Yes/No (if no, why not?)

Have financial checks been conducted in the local POCA Unit for current
addresses? Yes/No (if no, why not?)

If previously convicted, have probation been contacted in relation to
appointments and any up to date addresses? Yes/No (if no, why not?)

If relevant, have IOM been contacted? Yes/No (if no, why not?)

If relevant, have immigration checks been conducted? Yes/No (if no, why
not?)

Any further information?

**Please could I now request that the suspect be considered for circulation as
BOLO.**

Post Circulation

Principles

- It is the OIC's responsibility to maintain the occurrence on their workload and continue enquiries to locate the suspect post circulation. These enquiries must be documented on the attached BOLO Matrix.
 - The OIC can request assistance from other departments, but they retain ownership and responsibility for any enquiries made.
 - The OIC's sergeant will review the BOLO occurrence every 30 days endorsing the OEL with what enquiries to trace the suspect have been made.
 - In immediate cases, sergeants will assess all available evidence and action plan any further outstanding enquiries.
 - BOLOs are to be tasked through District Management meetings.
 - Districts will conduct a review every 12 weeks of outstanding BOLOs with a view to closing or progressing as appropriate.
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Out of Force Circulation

Principles

- When taking a crime that has occurred out of force, it is normal for West Yorkshire Police to create an occurrence whilst gathering all evidence prior to forwarding it to the home force.
- It is encouraged that whilst we will link the suspect to the crime, we do **not** circulate the suspect at this time. It is the responsibility of the force where the crime has occurred to circulate the suspect.

- However, if the crime is so serious and/or the welfare of the victim is at risk, WYP can circulate immediately whilst liaising with the force where the crime occurred.
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Additional Information

Compliance

This policy complies with the following legislation:

- Data Protection Act 2018
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