

## National Detective Programme Practice Written Exercise

### Overview:

As a Trainee Detective Constable, you are required to source and manage multiple sources of information simultaneously. This requires a high level of attention to detail in your communication. This skill is critical to several elements of the role including gathering statements, writing crime reports and preparing handover information. You need to be able to present the outputs of your analysis in a clear, thorough, and often persuasive way.

We appreciate that you may not have completed a written exercise as part of a recruitment process previously or be uncertain about what to expect. We have therefore prepared the following example written exercise to enable you to practice ahead of your assessment centre and support your preparation. **Please note the format, task and information provided in the written exercise at your assessment centre will be different to the below.** This task has been constructed to give you an opportunity to practice a written task and the information present below is entirely fictional.

### Written Exercise

For the purpose of this exercise you are a Trainee Detective Constable on the Police Now National Detective programme. You have arrived at work and are taking over from the night shift team. It is 0800hrs and you are due to work a nine-hour shift.

Before your shift starts you need to check your email inbox to see if anything has happened overnight and plan your day.

You will have **30 minutes** to review the information in this pack and complete the. You must manage your own time throughout the exercise.

You are required to:

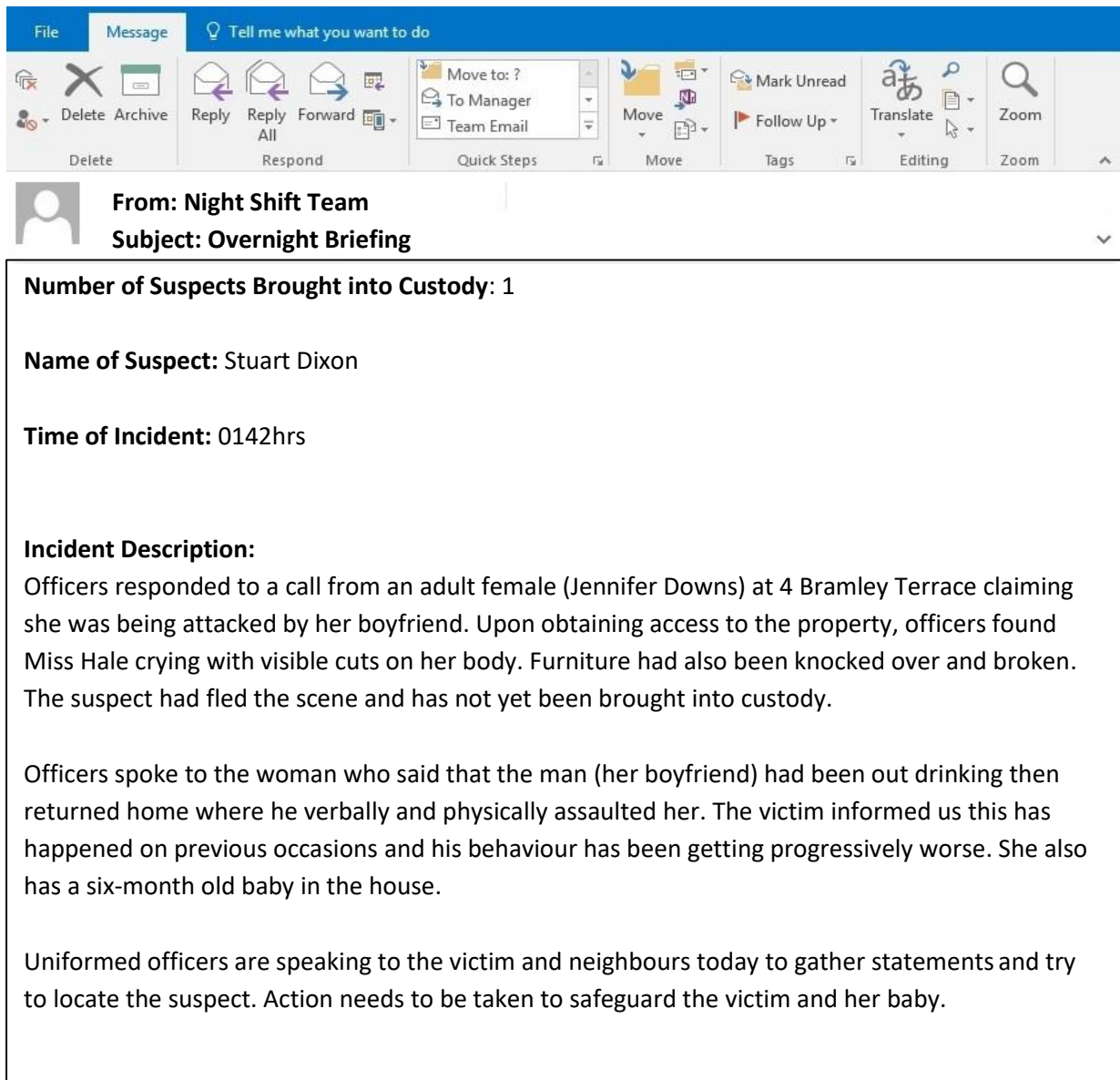
**Review the contents of your inbox and your 'to do list' from yesterday (set out in this document) and complete an action plan which covers:**

- the overall action you need to take for each outstanding task
- the corresponding steps you propose to take to complete the action
- what priority you think the action is (high/medium/low).

An example action plan can be found at the end of the document.

**Important Note:** In determining your actions and their priority, both risk and opportunity are important factors. Therefore, gathering the necessary evidence quickly in order to investigate thoroughly is vital. Police Now detectives also need to focus on trying to minimise any risks that might exist for all the people involved.

**Email 1:**



The screenshot shows an email client interface. At the top is a blue header bar with 'File', 'Message', and a search bar. Below this is a ribbon with various icons for actions like Delete, Archive, Reply, Forward, and Move. The email header shows a profile icon, 'From: Night Shift Team', and 'Subject: Overnight Briefing'. The main body of the email is enclosed in a black border and contains the following text:

**Number of Suspects Brought into Custody: 1**

**Name of Suspect:** Stuart Dixon

**Time of Incident:** 0142hrs

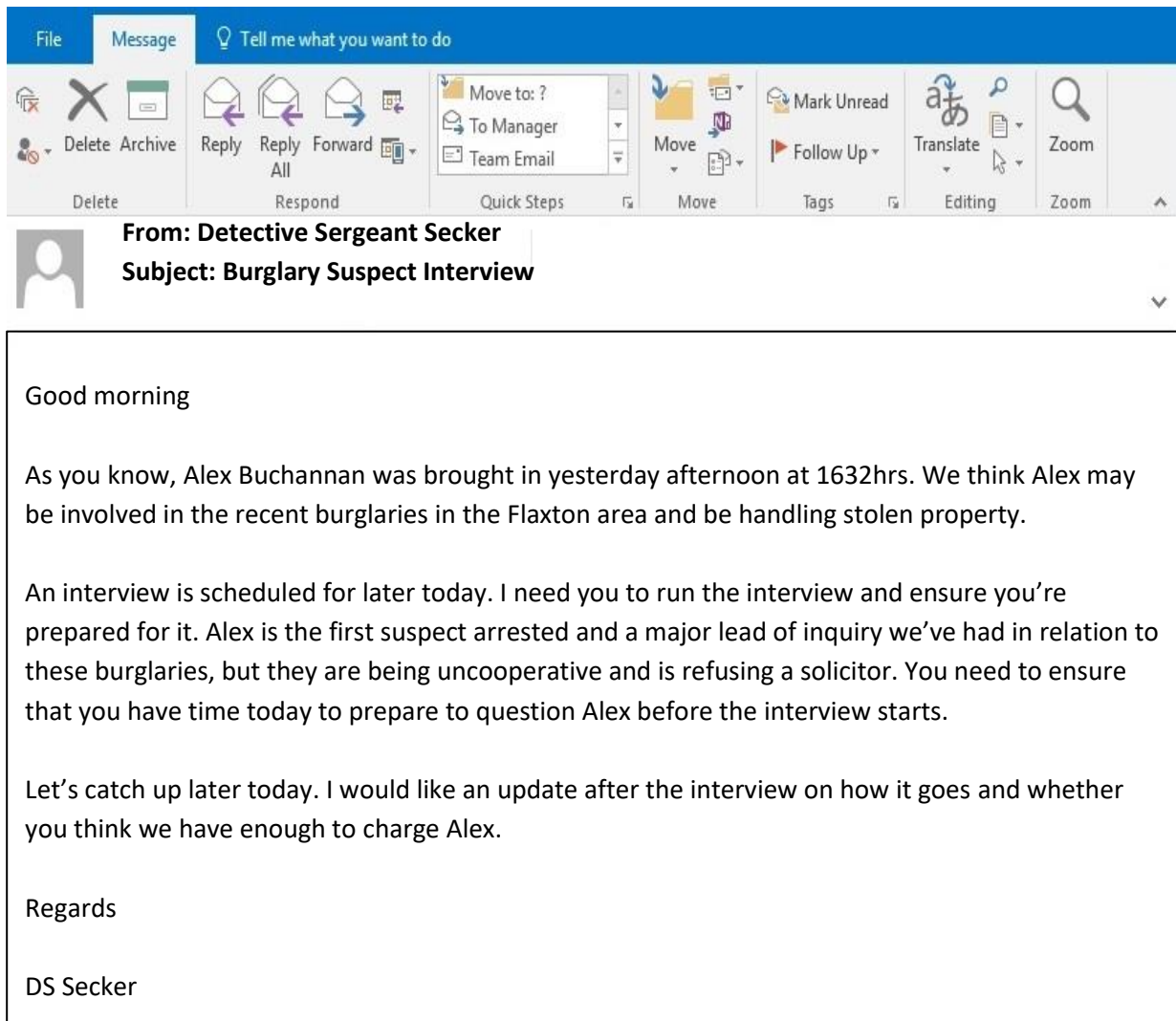
**Incident Description:**

Officers responded to a call from an adult female (Jennifer Downs) at 4 Bramley Terrace claiming she was being attacked by her boyfriend. Upon obtaining access to the property, officers found Miss Hale crying with visible cuts on her body. Furniture had also been knocked over and broken. The suspect had fled the scene and has not yet been brought into custody.

Officers spoke to the woman who said that the man (her boyfriend) had been out drinking then returned home where he verbally and physically assaulted her. The victim informed us this has happened on previous occasions and his behaviour has been getting progressively worse. She also has a six-month old baby in the house.

Uniformed officers are speaking to the victim and neighbours today to gather statements and try to locate the suspect. Action needs to be taken to safeguard the victim and her baby.

**Email 2:**



The screenshot shows an email client interface. At the top is a blue header bar with 'File', 'Message', and a search bar 'Tell me what you want to do'. Below this is a ribbon with various action buttons: 'Delete', 'Archive', 'Reply', 'Reply All', 'Forward', 'Move to: ?' (with a dropdown menu showing 'To Manager' and 'Team Email'), 'Move', 'Mark Unread', 'Follow Up', 'Translate', and 'Zoom'. The email header shows a placeholder profile picture, 'From: Detective Sergeant Secker', and 'Subject: Burglary Suspect Interview'. The email body contains the following text:

Good morning

As you know, Alex Buchannan was brought in yesterday afternoon at 1632hrs. We think Alex may be involved in the recent burglaries in the Flaxton area and be handling stolen property.

An interview is scheduled for later today. I need you to run the interview and ensure you're prepared for it. Alex is the first suspect arrested and a major lead of inquiry we've had in relation to these burglaries, but they are being uncooperative and is refusing a solicitor. You need to ensure that you have time today to prepare to question Alex before the interview starts.

Let's catch up later today. I would like an update after the interview on how it goes and whether you think we have enough to charge Alex.

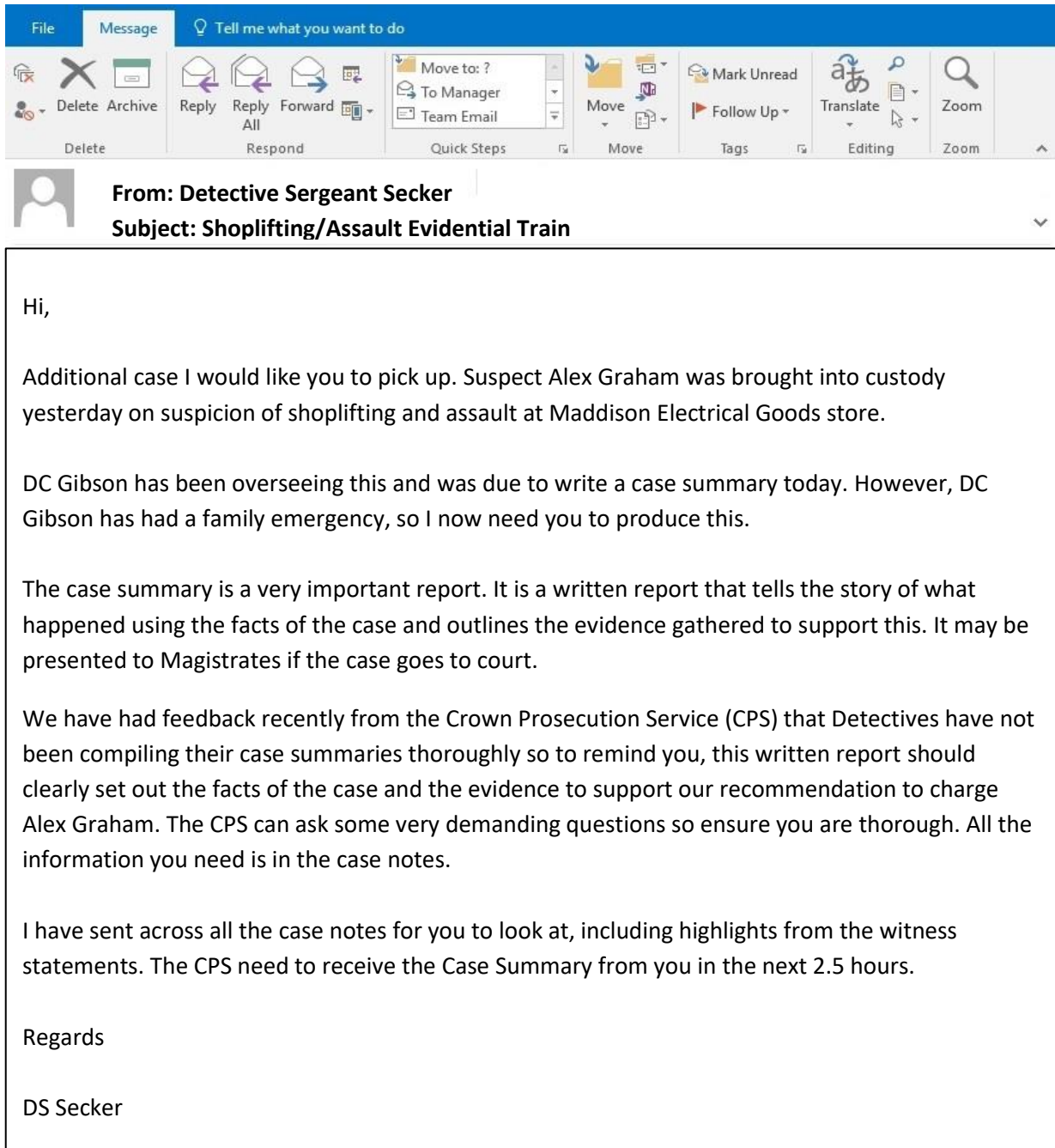
Regards

DS Secker

**Things to do today:**

- Respond to complaint from Ms Sarah Stirling two days ago. Sarah has recently re-joined Facebook and has received anonymous threats to post sexualised content of her online.
- Chase forensics for fingerprint results on a quantity of stolen laptops, found earlier this week in an abandoned warehouse on a nearby industrial estate. No suspect or major leads identified yet.
- Send DC Brown details of our investigation into a series of car thefts in the area a month ago. DC Brown thinks there might be a connection with a similar series of crimes he is investigating.

### Email 3



The screenshot shows an email client interface. At the top is a blue header bar with 'File', 'Message', and a search icon. Below this is a ribbon with various icons for actions like Delete, Archive, Reply, Forward, Move, Mark Unread, Follow Up, Translate, and Zoom. The email header shows a profile picture of a person, followed by 'From: Detective Sergeant Secker' and 'Subject: Shoplifting/Assault Evidential Train'. The body of the email contains the following text:

Hi,

Additional case I would like you to pick up. Suspect Alex Graham was brought into custody yesterday on suspicion of shoplifting and assault at Maddison Electrical Goods store.

DC Gibson has been overseeing this and was due to write a case summary today. However, DC Gibson has had a family emergency, so I now need you to produce this.

The case summary is a very important report. It is a written report that tells the story of what happened using the facts of the case and outlines the evidence gathered to support this. It may be presented to Magistrates if the case goes to court.

We have had feedback recently from the Crown Prosecution Service (CPS) that Detectives have not been compiling their case summaries thoroughly so to remind you, this written report should clearly set out the facts of the case and the evidence to support our recommendation to charge Alex Graham. The CPS can ask some very demanding questions so ensure you are thorough. All the information you need is in the case notes.

I have sent across all the case notes for you to look at, including highlights from the witness statements. The CPS need to receive the Case Summary from you in the next 2.5 hours.

Regards

DS Secker

**Action Plan Example Template:**

Action	Proposed Steps	Priority (High/Medium/Low)

