

MEDIA PUBLICITY PRO-FORMA CHECKLIST

Strictly confidential

NOTE

There must be a balance between the rights of an individual suspect and those of the wider community. Any decision to release an image must be for a **legitimate purpose**, be **necessary** and **proportionate**.

The risk to the public from prolific or potentially dangerous offenders will almost always support the publication of details, including, images, in certain circumstances,

This pro-forma must be completed and attached to case papers for recommendation of an application of an anti social behaviour or enviro-crime. Include the following options for publicity:

INDIVIDUAL'S OR BUSINESS DETAILS IF KNOWN

1. Individual's name and date of birth

Business name

2. Individual/Business address

3. If the individual or Business resides outside of LBBD borough has the local authority in which they reside been consulted on media publicity? Yes No

If no, please state why

4. Does the individual have health issues known to LBBD community safety SCC? Yes
None Known

Are there any known risks in publicising the proprietor, company name or address of any business, who has prosecuted for asb/eniro-crime Yes No

5. Are they known to LBBD Social Services? Yes No

6. Are there any reasons known to the council services, including Yes No

SCC which suggest publicity may adversely affect the individual's rehabilitation?

Please state the reasons:

7. Are there any reasons known to LLBD including SCC which suggest publicity could adversely affect the safety of the individual, family the business, owner or staff? Yes No

Please state the reasons:

8. How is the offending behaviour impacting on the local community? (If the known offender resides in the local community please state)
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9. In terms of a successful prosecution, who needs to know that action has been taken?

Witness	<input type="checkbox"/>
Local Residents	<input type="checkbox"/>
Local Businesses	<input type="checkbox"/>
Borough Residents	<input type="checkbox"/>
Borough Businesses	<input type="checkbox"/>
Wider Community	<input type="checkbox"/>

10. Do they know the identity of the individual? Yes No See note

Note -

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CCTV Images only

11. Will the use of images help identify any offenders of asb/enviro-crime who are not known or could not be identified by any other means? Yes No

12. The release of any publicity, including images must be necessary for a legitimate purpose.

13. Confirm which legitimate purpose it is for and why?

Purpose	Yes/No	If Yes, please state why?
The prevention and detection of crime		
Encouraging witnesses and/or victims to come forward		
Discouraging offenders		
Reassuring and informing the public		
Reinforcing confidence in the criminal justice system		
Identification of offenders		
Raising public awareness		

14. Please state where images are stored?

CCTV control room
 ASB team
 Enforcement Service
 Housing
 Communications Tea,

15. Do the needs of the individual or those persons responsible for the business, outweigh the needs of others in respect of detecting eniro-crime/ASB or preventing similar cases happening in the future? (Article 8 of the Human Rights applies). Yes No

16. Consider **R**eassurance, **E**nforcement and **D**eterrence

R The community do need reassurance that action will be taken.

E The unacceptable behaviour is persistent, serious and escalating and enforcement action is necessary.

D Needs boundaries in place in order to prevent and deter further unacceptable behaviour.

17. Do MAPPA (Multi agency Public Protection Arrangement) need to be consulted? Yes No

18. With regard to the above checklist the following publicity has been agreed:

Nationwide publicity recommended

Boroughwide publicity recommended

Local community/businesses publicity recommended

Anonymised publicity recommended

19. It is recommended that:-

The individual's/businesses name, details, photograph and terms of the order or prosecution are published

The individual's/businesses name, address, age and terms of the order or prosecution are published

The individual's/businesses age and terms are of the order or prosecution published

The individual/business photo is shown on a 'need to know' basis between agencies and witnesses.

The description or image of a person/persons unkown is published

Local Press Release

National Press Release

Newsletter

Leaflet

Mail-shot to residents

Local radio

Notification to other agencies as appropriate

Letter to witnesses

Any further information

Authorisation can only be granted by a strategic director, operational director for enforcement services, director of public health, director of law and governance.

Signed:

Job Title:

Date: