Antisocial Behaviour

Standard Operating Procedure

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1. **Introduction**

1.1 This Standard Operating Procedure (SOP) supports the Police Service of Scotland, hereafter referred to as Police Scotland, Policy for Antisocial Behaviour.

1.2 Antisocial behaviour is a wide-ranging issue which encompasses many aspects of criminal and non-criminal behaviour. The term is used to describe a range of issues which cause distress to communities and make them feel unsafe. Issues range from vandalism and littering to noisy neighbours and youth disorder.

1.3 The Antisocial Behaviour etc. (Scotland) Act 2004, herein referred to as ‘the Act’, extends existing provisions under the Crime and Disorder Act 1998, to provide a range of effective measures and enhance the powers available to the Police and partnership agencies to tackle antisocial behaviour within our communities, such as:

- Part 1 - Antisocial Behaviour Strategies
- Part 2 - Antisocial Behaviour Orders
- Part 3 - Dispersal of groups
- Part 4 - Closure of Premises
- Part 5 - Noise Nuisance
- Part 6 - The Environment
- Part 10 - Further Criminal Measures, i.e. Seizure of Vehicles
- Part 11 - Fixed Penalty Notices

1.4 Through **Community Planning Partnerships** (CPP’s), local leaders work with communities, the third and private sectors to develop the long term vision and help public agencies to plan and deliver better services. They are key to this process, whereby effective partnership working and sharing of information can effectively tackle the issues surrounding antisocial behaviour.

2. **Acceptable Behaviour Contracts**

2.1 An Acceptable Behaviour Contract (ABC) is a method of early intervention, which aims to provide the subject with a clear indication that his/her behaviour is unacceptable. The ABC is taken out by the Local Authority / Registered Social Landlord (RSL) and takes the form of a written contract between the individual involved in antisocial behaviour and the relevant agencies that are addressing the issue, such as the Police, Social Services, Housing etc.

2.2 **The contract is a voluntary agreement which has no legal status** however, the written contract specifies the behaviour(s) the subject must agree to stop and indicates that, should this behaviour continue, then legal action, such as an application for an Anti-Social Behaviour Order (ASBO), may follow.
2.3 ABCs can prove to be an effective deterrent and any breach of an ABC, or failure to enter into an ABC, can be presented as evidence in an application for an ASBO.

2.4 An example of an ABC and the requirements placed on an individual are detailed below. The ABC can also be used as a way of offering support to an individual to identify and then address the causes of the ASB.

This Contract was agreed on the [insert date]
Between – [Subjects Name, date of birth, Address]
And – [Relevant Agency(s)]
Completion Date – [Insert date 6 months from agreement date]

1. I agree not to write graffiti or damage property.
2. I agree not to throw missiles.
3. I agree not to threaten or abuse residents or passers-by, including the use of offensive language.
4. I agree to go to school and attend all lessons.
5. I agree to attend weekly meetings with my guidance teacher.
6. I agree to attend weekly alcohol counseling sessions.

FURTHER – [subjects name] enters into a commitment with [insert agency(s)] not to act in an antisocial manner which causes, or is likely to cause, harassment, alarm or distress to one or more persons not of the same household as themselves.

To help the above complete this Acceptable Behaviour Contract successfully, the representatives of the various agencies and organisations agree to provide the following help and support.

7. We agree to regularly meet to discuss any ongoing difficulties that [subjects name] has in sustaining this contract.
8. We agree to ensure [subjects name] has access to advice and counselling in relation to alcohol issues.

2.5 Only Local Authorities/RSL’s will implement an ABC however, all partner agencies who have an interest in the subject may sign up to the agreement including Police Scotland. It will usually be the local community officer or community Sergeant who would sign up to the agreement as they have the most contact with the local authority and individual concerned.
3. **Interim Antisocial Behaviour Orders**

3.1 An Interim ASBO is available to provide immediate protection from antisocial behaviour and prohibit the subject of such an order engaging in any conduct proscribed within this order. Local Authorities/RSL’s must then decide, based on the person’s continuing behaviour, whether to apply for a full ASBO.

3.2 The Interim ASBO can be granted at the initial court hearing, held in advance of the full hearing, if the sheriff is satisfied that the subject has engaged in antisocial behaviour and that the Interim ASBO is necessary to prevent that conduct from continuing.

3.3 **If an individual breaches an Interim ASBO, he or she is subject of the same criminal charge and power of arrest as is applicable to a full ASBO** (see section 7 for breaches of ASBO).

4. **Antisocial Behaviour Orders**

4.1 It is important to remember that an ASBO is a civil order, which contains details of conditions that prohibit a named person from pursuing a particular course of conduct, which has been deemed as antisocial. Such antisocial actions could relate to verbal abuse of individuals or the subject’s behaviour, i.e. playing loud music or damaging property.

The minimum age at which an individual may be subject to an ASBO in Scotland is 12 years of age.

4.2 Section 143 of the Act sets out the interpretation of antisocial behaviour. The legislation provides that a person is engaged in antisocial behaviour if they:

“Act in a manner that causes or is likely to cause alarm or distress, or pursue a course of conduct that causes or is likely to cause alarm or distress to at least one person not of the same household as them.”

In this definition, ‘conduct’ would include shouting or playing loud music and a ‘course of conduct’ must involve conduct on at least two occasions.

5. **Partnership – Local Authority and Registered Social Landlords**

5.1 Under the provision of the Act, only a Local Authority or a Registered Social Landlord (RSL) can apply to a Sheriff Court in its civil capacity for an ASBO. The Local Authority/RSL must show that a person aged 12 years or over has acted in an antisocial manner or pursued a course of antisocial conduct that caused or was likely to cause alarm or distress.
5.2 A RSL is the term given to any person registered within the register maintained under Sec 57 of the Housing (Scotland) Act 2001. Such bodies can be in the form of Local Housing Organisations, Community Based Housing Associations or larger Social Landlords.

5.3 A Local Authority can apply for an ASBO to protect any person within the area of the authority. An ASBO can be made against persons of all housing tenure, i.e. owner occupiers, private sector tenants, and tenants of public sector landlords, including Local Authorities.

5.4 A RSL can apply for an ASBO to protect any person residing in, or otherwise in or likely to be in, premises provided or managed by that landlord. This includes persons in or likely to be in the vicinity of such premises.

5.5 Joint working between Police Scotland, Local Authorities and Registered Social Landlords is vital to tackle antisocial behaviour effectively. Police Scotland is fully committed to the partnership approach, which already exists through the Community Planning process. Through joint working practices, Police Scotland will engage proactively in the application for ASBO’s and where we as an organisation identify individuals who conduct themselves in an antisocial manner, submit this information to the relevant Local Authority/RSL and request an ASBO investigation is commenced.

5.6 If the individual resides in privately let accommodation, the landlord should be contacted. A private landlord is required under the Antisocial Behaviour etc (Scotland) Act 2004 to take action. The action can include a series of warnings and ultimately legal action to evict problem tenants.

6. Information Sharing

6.1 Whilst Local Authorities and RSL’s are the applicant bodies in relation to ASBO’s, Police Scotland is a key partner in this preventative approach to antisocial behaviour. Police Scotland will proactively engage in the ASBO application process and will submit information on antisocial behaviour in accordance with Section 139 Antisocial Behaviour etc (Scotland) Act 2004 (see section 6.3). Each Local Authority, RSL and the police will sign up to an agreed Information Sharing Protocol, outlining the manner in which information will be transmitted between the different agencies. Further guidance can be found within the Information Sharing Protocols SOP.

6.2 The Local Authority/RSL will consult directly with the police in relation to the subject of the proposed antisocial behaviour investigation. The Local Police Commander will cause the interrogation of all existing data systems and provide all relevant findings relating to ASB to the Local Authority/RSL. Relevant information on antisocial behaviour will include any criminal offence which has caused or could in all likelihood have caused alarm or distress, for example vandalism, noise offences and breach of the peace.
6.3 Section 139 of the Act provides for the effective sharing and disclosure of information between Police Scotland and Local Authorities/RSL’s (in accordance with the agreed Information Sharing Protocol etc), where that exchange of information is necessary or expedient for the purposes of any provision of the Act. This includes information exchange in relation to ASBO investigations, breaches and other relevant matters.

6.4 When preparing a case for an ASBO or other intervention (such as ABC or Interim ASBO), the Local Authority/RSL will carry out the following steps:

- Consult with all partners, including Police Scotland;
- Collect all available evidence to support the application (Civil evidence rules - balance of probabilities applies);
- Indicate in writing the possibility of an application to the subject;
- Set out the duration/terms of the order being applied for, which should be only those necessary to prevent further antisocial acts or behaviour;
- Instruct solicitors/legal department to apply for order.

6.5 In all instances when an ASBO is granted, the Local Authority will retain the original order for their own file and thereafter send a copy to the regional police headquarters covering that council area. The ASBO copy will be kept in the Records Department who will then place details onto the Police National Computer (PNC) and the relevant call handling databases. If the individual to whom the ASBO applies resides in a property owned by an RSL, they will also be sent a copy for their records.

6.6 Details of the order will thereafter be distributed and its contents disseminated to appropriate operational officers. If the legislative powers granted by the Act are to be effective, it is imperative that all operational officers are aware of ASBO’s, which are ‘live’ in their respective area. Consideration should be given to attaching a marker to any relevant address referred to in the ASBO, which could assist officers attending incidents at the relevant locus. Such markers should be weeded as appropriate in line with current practice (see Record Retention SOP).

7. **Breach of Antisocial Behaviour Orders**

7.1 Only the Police can prepare a report to the Procurator Fiscal regarding a breach of an ASBO.

7.2 Where officers receive a report relating to an alleged breach of an ASBO, a full enquiry will be carried out in order to gather all available evidence. At Common Law, evidence from a single witness, however credible, is not sufficient to convict an accused. In order for a court to convict, there must be corroboration of the evidence from the witness and this equally applies when dealing with ASBO’s.
7.3 Close liaison, particularly by Community Officers with Local Authority/RSL personnel should be encouraged in areas where live ASBO’s exist. This liaison may lead to swift reporting of incidents of ASB and where appropriate the use of professional witnesses.

7.4 A Police National Computer (PNC) check on an individual will provide details of any ASBO in existence. Full contents of the order can be accessed from the Service Records Department (See Section 6.5).

7.5 In all cases, breach of an ASBO granted in terms of the 2004 Act is a criminal offence and carries a power of arrest. Officers can arrest any individual who is in breach of the order without warrant and the individual will be charged with a contravention of Section 9(1) Antisocial Behaviour etc. (Scotland) 2004 – Breach of ASBO. If someone has been arrested for a breach of ASBO consideration should be given to keeping the arrested person in Police custody to appear at court on the next lawful day (See Care and Welfare of Persons in Police Custody SOP).

7.6 The Criminal Justice (Scotland) Act 2016 (section 25) does allow police officers, in certain circumstances, to release persons from custody on an undertaking or otherwise. Any decision to do so is reserved for custody staff on a case by case basis as per the Lord Advocate's Guidelines on Liberation by Police.

7.7 When an individual is apprehended for breaching an ASBO and officers learn that an additional crime/offence has been committed, the breach of the ASBO will not be prosecuted as a separate offence, but will be taken into account as an aggravating factor in that offence.

7.8 Where a breach of an ASBO involves an individual between the ages of 12-15 years, the matter should be reported jointly to the Procurator Fiscal and to the Reporter to the Children’s Panel.

7.9 When an individual is apprehended as a result of breaching an ASBO, the existing Lord Advocate’s Guidelines on Liberation by Police should be applied when determining if the individual should be kept in custody. Unless exceptional circumstances exist, a juvenile who has breached an ASBO should not be kept in custody.

7.10 Where an individual has pursued a continuous course of criminal conduct against a partner or ex-partner consideration should be given to applying to a court for an ASBO. These orders should contain conditions that are designed to protect a vulnerable victim of domestic abuse.

7.11 The application for the ASBO will be instigated by the Legal Department of the local authority with all relevant information provided by the Police. (See 6.2 for description of relevant information).
8. **Antisocial Behaviour Orders on Conviction**

8.1 An ASBO on Conviction is not applied for by a Local Authority or RSL, but is a matter for the court (District or Sheriff) when sentencing an individual found guilty of a criminal offence, where the court is satisfied that:

- The person had committed an offence;
- They were over the age of 12 when it was committed;
- It was an offence involving antisocial behaviour; and
- The court is satisfied that it is necessary to grant the ASBO to protect persons from further antisocial behaviour by the offender.

8.2 When submitting an SPR regarding ASB, it is important that the reporting officer should include background details about the incident, previous analogous crimes and the impact on the community/victim to ensure the marking Fiscal is provided with full details surrounding the case to allow a post conviction ASBO to be considered. (See Case Reporting SOP).

8.3 Where a court is satisfied, on the balance of probabilities that the making of an order is necessary for the purposes of protecting other person(s) from further antisocial behaviour, then the court may grant an ASBO as part of the sentencing option.

8.4 In committing an offence for which they have been convicted, the person must have acted in an antisocial manner that causes or is likely to cause alarm or distress or pursued a course of conduct that causes or is likely to cause alarm or distress.

8.5 Where an ASBO on Conviction is granted by a court, details of the order should be transferred to the relevant Local Authority/RSL as soon as is reasonably practical, in order to ensure the details of the order are properly recorded and acted upon. (Transfer of such information will be via a local arrangement with court staff and once the details of an ASBO have been notified to the Local Authority/RSL, the procedure adopted will mirror that noted at paragraph 6.6.

9. **Dispersal of Groups**

9.1 The dispersal provisions outlined within Part 3 of the Act,

“are not intended to be used as a first resort; and they are not intended to be used in isolation”.

9.2 The power of dispersal, in keeping with all other police powers, should be used with fairness, integrity, diligence and impartiality, upholding fundamental human rights and affording equal respect to all people, according to law.
9.3 There is nothing contained within the provisions which would empower Police Officers to ‘move on’ persons of any age, who are merely gathering peacefully in the streets of their communities to meet and enjoy each other’s company.

9.4 The dispersal provisions are intended for use as part of a package of measures agreed with partner agencies, and would be utilised only in circumstances where all other relevant measures have proved ineffective in breaking the cycle of ‘significant, persistent and serious antisocial behaviour’.

9.5 The power to implement the dispersal provisions lies with an officer of or above the rank of Superintendent (including acting or temporary Superintendent), hereafter referred to as the ‘relevant officer’.

9.6 When using this power, officers should refer to the Scottish Government Guidance on Dispersal of Groups.

10. Procedure for Making Authorisation

10.1 Should the relevant officer deem it necessary to exercise the power of dispersal granted by the Act, he/she must ensure that both conditions outlined in Section 19(1) are fulfilled. These conditions are firstly if any members of the public have been alarmed or distressed as a result of the presence or behaviour of groups of two or more persons in public places in any locality in the officer’s police area (the “relevant locality”); and that antisocial behaviour is a significant, persistent and serious problem in the relevant locality.

10.2 By definition, antisocial behaviour may not be criminal behaviour but it may be difficult in practice and on occasion to separate out criminal activity from antisocial behaviour. An example of this would be the menacing behaviour and disorder associated with drug dealing, an activity which often attracts into a locale persons who subsequently cause disorder or alarm. What constitutes significant antisocial behaviour is not defined formally in the Act. For the purposes of this SOP, the word significant is taken to mean "of considerable effect or importance". For antisocial behaviour to be significant, it must therefore considerably affect the lives of the people on whom it impacts. Arguably that impact may differ from individual to individual.

10.3 A public place is defined in section 25(1) of the Act as “any place to which the public have access at the material time (whether on payment of a fee or otherwise) and includes doorways or entrances of premises abutting on any such place; a road; any common passage, court stair or yard of any tenement or group of separately owned houses; as well as any place to which the public do not have access but to which access has been unlawfully gained”. A group is two (or more) people who are clearly associated with each other whether because of their physical closeness or through speaking to each other or by their actions. While there is no clear test, it will be for police officers to reasonably judge whether a group of two or more persons has been formed.
10.4 Full consultation will thereafter take place between the relevant officer and the Local Authority for the area of the proposed designation. Such consultation will take place with the Antisocial Behaviour Team, unless an alternative senior post has been agreed in advance e.g. Chief Executive. The discussion between the relevant officer and the Local Authority should in no way preclude discussions at a local level with elected representatives, community councils, residents/tenants associations etc, through an existing network of contacts where dialogue should already have taken place due to the level of antisocial behaviour.

10.5 The relevant officer will take full account of the views expressed by both the Local Authority and the community prior to making a final decision on dispersal. At this stage legal advice should also be sought in relation to the proposal.

10.6 Should the proposed area of dispersal border a separate policing division, or indeed another local authority area, the relevant officer must enter into formal consultation with an officer of the equivalent rank, who in turn will consult with their respective Local Authority where applicable.

10.7 Once the relevant officer has made the decision to designate an area as a dispersal zone, he/she will forward a formal authorisation (Form 010-006 Dispersal of Groups - Authorisation) or apply in writing to notify the Local Authority. The formal authorisation must specify:

- the locality of the dispersal zone;
- the grounds on which the authorisation is given;
- when the powers are exercisable, that is, the period for which dispersal is valid (including days and/or times);
- a map clearly illustrating the designated area.

10.8 Section 20(1) of the Act requires the relevant officer to publicise their authorisation regarding the use of dispersal powers prior to their coming into effect. The relevant officer must:

publish an authorisation notice in a local newspaper; and display authorisation notices (Form 010-007 Dispersal of Groups - Notice) in conspicuous places, before the dispersal powers can be exercised.

Conspicuous areas include public buildings, e.g. libraries, police stations, Local Authority properties etc, and items of street furniture e.g. lampposts etc. Care should be taken to avoid areas where either the notices or the premises where notices have been positioned may be the subject of vandalism.

10.9 It is imperative that the relevant officer ensures that the publications have been made and display accurate information. Only once the newspaper advert and public notices have been published and displayed, can officers act upon the powers granted.
11. **Area/Period of Designation**

11.1 The area to be designated should not be so large or disparate that enforcing the powers will prove impractical.

11.2 Issues to be considered may include the level of street lighting, Closed Circuit Television (CCTV) availability, the number of secluded areas where individuals could gather, and where an adequate and effective policing presence can be provided in response to any breach of the provision.

11.3 If dispersal is to be an effective method of tackling antisocial behaviour, it must be used as part of the area’s Antisocial Behaviour Strategy, taking account of factors such as natural community boundaries, the root causes of such behaviour and whether the issues can be tackled in other ways.

11.4 The relevant officer should make every effort to avoid designating an area which is normally utilised as a recreation facility, such as a skateboard park or a youth shelter. Where the aim is to prevent certain named individuals from gathering and causing trouble within this area, then consideration should be given to the use of measures such as Acceptable Behaviour Contracts (ABC) or Antisocial Behaviour Orders (ASBO).

11.5 The **maximum period** available for designation of an area at any one time is **three months**. The possibility of further authorisations after this period exists if required. The period chosen should be in direct correlation to the problem that exists – i.e. where antisocial behaviour occurs only on weekday evenings between 18:00 and 22:00, this would be the period targeted for dispersal.

12. **Dispersal Powers – Enforcing a Dispersal Zone**

12.1 Section 21 of the Act contains the dispersal powers granted to a Constable, which are directions:

- requiring persons to disperse.
- requiring persons to leave the locality or part thereof.
- prohibiting persons to return to the locality within a period of 24 hours.
- requiring dispersal immediately or at a time specified by the officer.
- requiring dispersal in any such way as may be specified.

12.2 It should be noted that if the individuals who are to be dispersed reside within the relevant locality, e.g. their home address is situated within the dispersal zone, officers may still require them to disperse however, the individuals cannot be required to leave the locality of their home.

12.3 Section 22(3) of the Act provides that a constable may **arrest without warrant** any person that he/she reasonably suspects has committed or is
committing an offence in contravention of any direction given under Section 21 of the Act. A person does not commit an offence because an officer has chosen to use the power to disperse, but failure to follow the officer’s directions is an offence.

12.4 When completing the relevant charge, the Reporting Officer is required to specify which part of Section 21(3) of the Act was initially used to disperse the accused/offender and therefore which part of the Act was subsequently contravened. Section 21(3) of the Act is replicated below:

Subject to Sub-Section 5, the Constable may give:

- Part A – A direction requiring persons in the group to disperse.
- Part B – A direction requiring any of those persons whose place of residence is not within the relevant locality to leave the relevant locality or any part of the relevant locality.
- Part C – A direction prohibiting any of those persons whose place of residence is not within the relevant locality from returning to the relevant locality or any part of the relevant locality during such period, not exceeding 24 hours from the giving of the direction, as the constable may specify.

12.5 The power of dispersal should not be interpreted as preventing officers from using their discretion, and in all cases officers should consider the full circumstances prior to enforcing the powers.

12.6 There are no powers granted under the Act which authorise an officer to conduct a search on any person. Should officers feel the requirement to search an individual, existing legislation/procedures should be utilised.

12.7 Where the relevant officer has taken the decision to rescind the authorisation, every effort should be made to withdraw the dispersal notices as soon as reasonably practical. A media release indicating the withdrawal of the authorisation and giving the community a general update on the outcome of the action should be issued as soon as possible. Any decision to rescind authorisation does not prevent a further authorisation being granted at a future time.

12.8 Where the relevant officer considers that the level of antisocial behaviour within the designated area has been reduced substantially and contemplates rescinding the authorisation prior to the agreed expiry date, the officer must once again consult with the Local Authority. In addition, it would be prudent to take further soundings from the local community prior to taking such action.

12.9 The following are exceptions to the legislation where direction may not be given in respect of a group of persons:

- engaged in conduct lawful under section 220 of Trade Union and Labour Relations (Consolidation) Act 1992; or
13. **Closure of Premises**

13.1 The power to close premises is contained within Part 4 of the Act. The intention of this provision is to empower Police Officers, working in consultation with Local Authorities, to take action against premises which cause ‘significant and persistent disorder or serious nuisance’ to a community.

13.2 The powers are designed to facilitate rapid and effective action against activity which causes ‘relevant harm’ to communities. The action to close premises should not be taken in isolation and the police are required to consult with the Local Authority, so as to take due account of the likely effects of closure and in particular the issue of vulnerability (for the definition of a vulnerable person, see Chapter 6 - Priority Need in the Scottish Government Code of Guidance on Homelessness). Examples given of vulnerability include old age, mental illness and chronic ill health.

13.3 It is essential that advice and assistance is sought from the Force Legal Department, who hold all Force forms relevant to the closure process, as the decision to implement closure powers will require a court hearing to be set. Legal Services Department should be contacted at the earliest stage of the closure process.

13.4 The power of closure can be instituted in relation to any type of premises where there is persistent and serious nuisance or disorder. Residential premises, irrespective of type of tenancy, or premises such as licensed premises, warehouses and businesses can be closed if they are subject to an order. Closure would clearly have a dramatic impact on the viability of a business, especially a small one, and hence would be useful as a very effective incentive to reform, where this is necessary.

13.5 When using this power, officers must refer to the Scottish Government Guidance on Closure of Premises.

14. **Closure Powers**

14.1 The decision to institute a power to close a premises rests with a Police Officer of, or above, the rank of Superintendent, (including acting Superintendent) hereafter referred to as the ‘relevant officer’. In all cases of the use of this power, the relevant officer must demonstrate that significant and persistent disorder or serious nuisance is associated with the use of the premises.
14.2 When the relevant officer is assessing the requirement of a Closure Notice, he/she must have reasonable grounds for believing that:

“at any time within the preceding three months a person has engaged in antisocial behaviour on the premises; and the use of the premises is associated with the occurrence of relevant harm”.

14.3 Relevant harm is defined in Section 40 of the Act as:

(a) significant and persistent disorder; or

(b) significant, persistent and serious nuisance to members of the public. Problems which may constitute relevant harm related to the premises are outlined below. The following suggestions should act as a guideline as to the level of nuisance in and around the premises to be considered serious in this context:

- Intimidating and threatening behaviour towards residents and members of the public
- An increase in crime in the immediate area
- The presence or discharge of a firearm in or adjacent to the premises
- Significant problems with prostitution or sexual acts being committed in public
- Consistent evidence of discarded drugs paraphernalia and other dangerous items
- Serious disorder associated with alcohol abuse, for example in and around drinking dens
- High numbers of people entering and leaving the premises at all times of the day or night and the resultant disruption they cause to residents
- Noise - constant/intrusive noise - excessive noise at all hours associated with visitors to the property.

Serious nuisance is often demonstrated by accounts from neighbours and/or professional witnesses of the distress caused to the community by the activities of the premises. The accounts should provide an objective basis for an assessment of the gravity of the problem. The accurate recording of events, over time, will also be very important to prove the sustained and intrusive nature of the relevant harm.

14.4 Section 26(1) of the Act states:

“A senior police officer may authorise the service of a notice (‘Closure Notice’) prohibiting access to premises by any person other than –

a person who habitually resides in the premises; or the owner of the premises”.

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15. **Closure Notices**

15.1 A Closure Notice (Closure Notice Form 010-003) is a means of alerting those individuals using the premises, those resident within the premises, the owner of the premises and any other interested party, who can be identified, of the intention to apply to a court for a Closure Order.

15.2 The Closure Notice signifies that a clear course of action is being taken against the premises to those who reside in, or frequent, the premises and indulge in significant and persistent antisocial behaviour.

15.3 The Act sets out a requirement for the police to **take reasonable steps** to identify all such persons who may have an interest, control or responsibility, or who live in the premises **before the Notice can be authorised**. The Police are not required to ensure that all such individuals are notified, merely to take reasonable steps to carry out this measure.

15.4 A Closure Notice will be authorised by the relevant officer, in **writing**, and will contain the following information:

- A Closure Order is being sought;
- Details of the specific premises;
- Only the owner or persons who are habitually resident at the premises may now enter the premises;
- The date, time and place at which an application for a Closure Order will be considered (must be in place when issuing Closure Notice);
- An explanation of what will happen should a Closure Order be granted – in particular, that there will be no further entry to the premises and it will be totally sealed. If the premises are residential, then the occupier will be forced to find alternative accommodation;
- An explanation that any person who does enter the premises and who is not the owner or habitually resident there commits an offence and can be arrested;
- Information on relevant advice providers, who will be able to assist in relation to housing and legal matters. This will depend on the particular arrangements in place for the area and should be agreed with the relevant Local Authority, as part of the consultation process. (Advice providers are likely to be Housing Departments, Citizens Advice and the local Law Centre).

15.5 A Closure Notice (Form 010-003) should be given to all those identified people with an interest in the premises, including:

- Tenants and their dependants;
- Owners or their representatives;
- Residents;
- Persons affected by access to the premises.
15.6 Information pertaining to the identity of the above will be obtained through consultation with the Local Authority however, the time spent identifying such people should not impede the service of the Notice. In circumstances where consultation and investigation has led only to a letting agent, then it is acceptable to serve the Notice on that agent.

15.7 In all instances, a copy of the Closure Notice (Form 010-003) will be fixed to each normal means of access to the premises and to any outbuildings that appear to be used with, or part of, the premises, as a means of notifying all identifiable persons. The Form should be laminated and securely fixed to the door.

15.8 No power to force entry to the premises is required to serve the Closure Notice. Police Officers may hand the Notice to the person(s) at the door and must affix it to the entry/exit points of the premises. An officer of any rank may serve a Closure Notice.

15.9 It is an offence under Section 37(1) (a) of the Act, for any persons who do not habitually reside in the property, to enter or remain in the premises in contravention of a Closure Notice. "Habitually resident" should be taken to mean anyone for whom the premises is their main or only residence or is not the owner to continue to reside at or enter the premises. A constable may arrest without warrant any person who commits such an offence.

15.10 The serving of a Closure Notice and subsequent application for a closure order is likely to result in increased anxiety amongst effected residents, owners and other premise users. In the case of residential premises, in which children or vulnerable persons reside, it is essential that early consultation takes place between the relevant officer and the Local Authority, in order to establish the potential effects of closure and, where closure proceeds, to mitigate those effects for vulnerable persons.

16. Closure Orders

16.1 When a relevant officer has deemed it necessary to authorise a Closure Notice on premises, he/she must make a formal application (Form 010-004 Application for Closure Order) to the Sheriff Court in order to obtain a Closure Order. The Closure Order will be subject to a hearing in front of a Sheriff, which must be held the next lawful day after the Closure Notice has been served. The relevant or (nominated officer) will be required to attend court.

16.2 The key issues that will need to be demonstrated - to a civil standard of proof - are that a person has engaged in antisocial behaviour on the premises and that the use of the premises is associated with the occurrence of relevant harm as defined in Section 40 of the Act.

16.3 The Closure Order grants the power to close premises completely and remove all access by any persons, even those with rights of abode or ownership.
except where they are permitted access to the premises under the supervision or directions or permission of the court or the Police.

16.4 The relevant officer must submit the following information in his/her application for a Closure Order:

(a) Specify the premises in respect of which closure is being sought;
(b) State the full grounds on which the application is being made;
(c) Be accompanied by such supporting evidence (whether in documentary form or otherwise) as will enable the sheriff to determine the application, e.g:
   - Summary of all consultation which has taken place prior to the Closure Notice being authorised (statutory and voluntary);
   - Evidence from police incident/crime recording systems;
   - Other powers and interventions which have been utilised, or considered, when attempting to gain control over the premises and prevent the serious nuisance or disorder;
   - Details of the actions taken by the relevant officer in relation to the authorisation of a Closure Notice, i.e. how many interested parties were identified, who has been served with the Notice, how and when were the Notices served, were Notices placed in conspicuous places around the premises and who served the Notice;
   - How has the situation developed since the Closure Notice was placed on the premises;
   - Photograph(s) of the premises.

16.5 The Sheriff will grant a Closure Order (discretionary power – no duty placed on Sheriff), which will be issued to the relevant officer, who will attend court (or a nominated officer acting as substitute) hearing personally. The relevant officer will ensure that details of the Closure Order are placed on the relevant command and control system and the original Order held by the relevant Department. The relevant officer will ensure staff are aware of their powers in relation to closure and an aide-memoire and map are useful tools in this respect.

16.6 The relevant officer will ensure that the local authority workers, maintenance staff, utility persons or Housing Officers have been informed of the Closure Order. The Local Authority will be responsible for the implementation of appropriate support mechanisms for those who will require alternative accommodation. The following are areas in which the Local Authority will be concerned:

(a) Housing advice, including homelessness and housing benefit;
(b) Building maintenance to assess the condition of the premises;
(c) Securing the premises, where they are part of their own housing stock, through the imposition of metal window blinds, secure doors and any other measures necessary to prevent further access to the premises;

(d) Local Authority Supporting People programmes;

(e) Removal of possessions to a future address.

16.7 **Police Officers may use reasonable force to enter and seal premises.** This is to allow removal of defences that are often built into such premises and to seal the premises with the required shutters etc. The relevant officer should consult with the Local Authority in order to have the premises sealed and secured by Local Authority staff.

16.8 It will be the relevant officer’s responsibility to ensure that the premises have been risk assessed prior to an operation to enter and clear the premises. Authorised persons such as local authority workers, maintenance staff, utility persons or Housing Officers should not be present until any safety issues have been addressed.

16.9 Breach of a Closure Order is an offence and persons can be arrested without warrant if they enter/remain within the building.

16.10 A court may approve an order of costs against the owner of any premises subject to a Closure Order for any expenses incurred by the Police or Local Authority in enforcing the Closure Order (See Scottish Government Guidance on Closure of Premises).

16.11 **A Closure Order is limited to a maximum term of three months.** The length of any order should reflect the type of behaviour associated with the premises and should be designed to bring the premises back into a managed state as quickly as possible.

16.12 The relevant officer can make an application to the Sheriff (via the Legal Department) to extend the Closure Order for a further period, with the total period of closure not exceeding **six months.** Where an extension is necessary, the relevant officer should engage in the same consultation process as in the application for a Closure Notice. If it is felt that an extension may be required, the application for extension must be made at **least three weeks** prior to the date on which the original order would have expired. Form 010-011 Application to Extend a Closure Order should be used. On completion of that extension no further extensions can be granted and the process will start again.

16.13 It will be for the relevant officer to ensure that any premises which are subject to a Closure Order are monitored for illegal entry and that the sealing is maintained in good order. The relevant officer will not be required to apply for another order to re-close the premises, should the premises have been breached, as the original order will still apply until the court decides otherwise.
16.14 The relevant officer or the Local Authority, through consultation, may wish to have the Closure Order rescinded prior to its expiry date. This is desirable when the problems associated with the premises have been addressed. **It should be stressed that no premises should remain empty longer than is necessary** and, where the premises can be brought back under some managerial control, then an application should be made for the order to be rescinded. An example of this would be if a tenant agreed to give up his/her tenancy immediately as a result of the order. Then the premises could be brought back under management control, allowing the order to be discharged in the minimum of time.

16.15 Should a relevant officer, after consultation, deem it desirable to rescind a Closure Order, the officer will complete Application for Revocation of Closure Order (Form 010-005) and submit it for scrutiny by a sheriff (via the Legal Services Department).

16.16 Difficulty may be encountered where the owners/occupiers do not have English as a first language and may not understand the procedures. Interpreters may be required for face-to-face meetings and document translation. For further guidance please refer to the Interpreting and Translating Services SOP.

17. **Antisocial Behaviour Seizure of Vehicles**

17.1 The powers relating to the seizure, retention and disposal of motor vehicles utilised in an antisocial manner are contained within Part 10 (Further Criminal Measures, Section 126 and 127) of the Antisocial Behaviour etc. (Scotland) Act 2004. The power of seizure should form part of the local Antisocial Behaviour Strategy. The new powers build on existing road traffic legislation and enable the police to deal more immediately and more effectively with the nuisance and distress caused.

17.2 These powers inconvenience those who, through misuse of their vehicles, not only increase danger on the roads but also cause alarm, annoyance or distress to members of the public.

17.3 **Warning Notice**

17.3.1 "where a constable (in uniform) has ‘reasonable grounds’ for believing that a motor vehicle – is being (or has been) used on any occasion in a manner which;

(a) Contravenes Section 3 or 34 of the Road Traffic Act 1988 (careless and inconsiderate driving and prohibition of off-road driving); **and**

(b) is causing, or likely to cause, alarm, distress or annoyance to members of the public”.

Under this legislation a warning notice must first be issued to the driver/owner before their vehicle can be seized. (See section 18 for details of the seizure process).
17.3.2 On every occasion where a person driving a vehicle is given a warning notice in terms (a) and (b) above, a crime report must be raised fully outlining the circumstances. The crime report can be disposed of as detected due to the warning notice being issued.

17.3.3 If a warning notice is issued, a fixed penalty notice or a fiscal report in terms of (a) and (b) cannot be issued.

17.4 An example of Section 34 of the Act, being used off-road is described as the vehicle being driven without lawful authority on common land, moorland or any other land that does not form part of the road or on a footpath or bridleway in contravention of section 34 of the Road Traffic Act 1988.

17.5 For the purposes of sections 126 and 127 Antisocial Behaviour etc. (Scotland) Act 2004 driving has the same meaning as in the Road Traffic Act 1988 (c.52) and a motor vehicle means any mechanically propelled vehicle, whether or not it is intended or adapted for use on roads. (Exceptions include where circumstances make it impracticable or warning has already been given to a person or in respect of a particular vehicle.)

17.6 The Act makes no clear definition of ‘reasonable grounds’ and as such reasonable grounds will depend on the circumstances of each case. There must be an objective basis for those grounds based on demonstrable facts, information and intelligence relevant to the driving behaviour and contravention of the Road Traffic Act 1988 by any vehicle user. Therefore normal criminal standards of proof will be required.

17.7 Evidence of antisocial behaviour could come from those who have been alarmed and distressed by such behaviour. It could also come from a range of other sources – police officers, neighbourhood or community wardens, community safety partnerships, housing officers, social work officers, incidents reported by members of the public (i.e. identifying driver, vehicle descriptions or registration number) or CCTV footage.

17.8 Section 126(3) of the Act gives the following powers to a constable in uniform:

(a) if the motor vehicle is moving, power to order the person driving it to stop the vehicle;

(b) power to seize and remove the motor vehicle;

(c) for the purpose of exercising a power falling within paragraph (a) or (b), power to enter any premises (other than a private dwelling house) on which the constable has reasonable grounds for believing the motor vehicle to be;

(d) power to use reasonable force, if necessary, in the exercise of a power conferred by any of paragraphs (a) to (c).

A person who fails to comply with an order under Section 126(3) (a) above shall be guilty of an offence.
17.9 On every occasion, the driver and keeper (where different) of a vehicle which meets the criteria outlined above will be issued with a verbal warning by the constable. The driver and keeper will thereafter be issued with a Police Warning Notice (Form 010-008 Seizure of Vehicles Warning Notice).

17.10 The Police Warning Notice should on every occasion be delivered in person to the driver (and keeper, if different) as soon as possible after the verbal warning has been given by the constable.

17.11 **A vehicle cannot be seized** unless a second similar incident takes place involving the same person or the same vehicle within a period of **12 months** from the date of this warning. In relation to warnings, the following will apply:

- A previous warning does not have to be given by the same constable.
- A previous warning is valid for an **individual** who thereafter commits a similar offence in a different vehicle.
- A previous warning is valid for a **vehicle** which is thereafter found in similar circumstances but with a different driver.
- A previous warning will remain live for a period of 12 months, regardless of the number of times the vehicle is seized.

17.12 An officer issuing the Police Warning Notice will place a remark to this effect within any subsequent police report for the Section 3 or 34 offences and will submit a copy the Police Warning Notice as a case-related document.

17.13 Full details of the vehicle and driver **must** be noted on the PNC to ensure that, should a second incident occur within 12 months, any officer stopping the vehicle will be in a position to retrieve information regarding the previous warning. In relation to the PNC, the following will apply:

(i) **Names File – Information Resources / PNC Bureau**

(a) Create a Locate/Information report for subject

(b) Update PNC record with driver number and address (where available).

(c) Ensure weed date of report is 12 months from the date the warning was issued to offender; this may not be the same as the offence date.

(d) Include the relevant Command and Control reference number.

(e) Reference: PNC ID Number.

(ii) **Vehicle File – Control Room Staff**

(a) Via Control Room Staff, create an Information Report on the vehicle, which should be confirmed immediately.

(b) Date when Section 127 warning issued; this may not be the same as the date of the offence.

(c) Driver's particulars, date warning issued, location of offence, officer
issuing warning (including Force).

(d) Include the relevant Command and Control reference number.

(iii) **Vehicle File (Control Room Staff / PNC Bureau) – Where there is no VRM – (to cover unregistered vehicles, go-peds, invalid carts, etc.), the following should apply:**

(a) The PNC operator within the Control Room should carry out a #VC (VIN) check on the vehicle using the available number and make. If the vehicle is identified then it can be updated on the PNC in normal fashion. Where the vehicle is not found, the PNC operator should carry out a check using the available number and the non-standard make. (This make requires to be retyped in order to carry out the check). Where the vehicle is found it should be updated in the normal fashion.

(b) Where the vehicle is not found, it should be entered on the system using a police record. If the make is non-standard, retype the make when required by the system.

(c) When creating a record for a vehicle with no VRM, the VRM field MUST be left blank.

17.14 For further guidance see Police National Computer (PNC) Use and Management SOP.

17.15 Should the driver of the vehicle not be the registered keeper of the vehicle, the issuing officer will ensure a copy of the Warning Notice is issued to the registered keeper as soon as reasonably practical, but in any case within 48 hours.

17.16 Where a vehicle, which is the subject of a Confirmed Information Report, is sold or transferred, the PNC generates a Daily Activity File (DAF) Report to the Force with ownership of the Report. While this process will provide an update in respect of sales/transfers, officers should be aware that when stopping such a vehicle, the driver/keeper may have recently purchased the vehicle and be unaware of the prior warning. In these circumstances, the most suitable course of action will be to issue a seizure warning to the driver/keeper.

17.17 The Scottish Government Guidance remains silent on the reporting of Section 3/34 offences to the Procurator Fiscal, in conjunction with the use of seizure powers. In this respect, where a local protocol in relation to the non-reporting of Section 3/34 offences exists, such a protocol will remain in place. Where no protocol exists, officers should continue to report Section 3/34 offences in the normal manner.

18. **Seizure Notice**

18.1 Should the vehicle/driver be stopped for a similar offence i.e.
(a) contravenes section 3 or 34 of the Road Traffic Act 1988 (c.52) (careless and inconsiderate driving and prohibition of off-road driving); and

(b) is causing, or is likely to cause, alarm, distress or annoyance to members of the public.

Within 12 months of a Warning Notice being issued, the vehicle can be seized.

18.2 On every occasion the driver and keeper (if different) of the motor vehicle will be issued with a Seizure Notice. The Seizure Notice provides a copy for the driver, keeper and the investigating officer:

- Form 010-009(A) Vehicle Seizure Notice (Driver/Rider Copy)
- Form 010-009(B) Vehicle Seizure Notice (Keeper/Owner Copy)
- Form 010-009(C) Vehicle Seizure Notice (Police Copy)

18.3 The Seizure Notice contains the following information:

- where the vehicle was seized;
- where it is now being kept, including address and contact details;
- that the vehicle must be claimed within 7 days of the date of the notice or disposal procedures will be commenced;
- that before the vehicle is released to the owner, he/she will have to pay the prescribed charges in relation to the removal and retention of the vehicle.

18.4 The prescribed charges must be waived if the owner of the vehicle can demonstrate that, when the vehicle was seized, he/she:

- was not the person using it, and
- had not consented to its use in that way, and
- could not, by taking reasonable steps, have prevented its use in that way.

18.5 Where the keeper presents such evidence relating to the charges being waived, the relevant Vehicle Recovery Scheme operator should make contact with the relevant Vehicle Recovery Scheme Administration (during office hours) or the originating officer (outwith office hours) seeking approval to waive the charges.

18.6 Enquiry should thereafter be carried out by the originating officer to prove/disprove the information being provided by the keeper. The decision taken to uphold the charges or, indeed, to waive them will in all cases be endorsed by the officer’s supervisor and forwarded to the Contract Vehicle Recovery Scheme (CVRS) Administration (during office hours) or directly to the CVRS contractor (outwith office hours – copy of decision to be provided to CVRS Administration).

18.7 The CVRS contractor should advise the keeper that, where the police enquiry upholds that the charges are to be paid, the keeper would be liable for any charges incurred during this period.
18.8 In the event that the keeper of a seized vehicle is unable to demonstrate that the above criteria have been met, in accordance with the Scottish Government Guidance, an appeal can be made via the Civil Court and it will be for the courts to decide what constituted ‘reasonable steps’ in any particular case.

18.9 As with the Warning Notice, it is essential that, should the driver of the vehicle not be the registered keeper, a copy of the Seizure Notice be delivered to the keeper as soon as reasonably practical. The notice can be delivered by handing it personally to the keeper, leaving it at his/her usual or last known address, or by sending it by registered post. If the vehicle is owned by a corporate body – for example, if it is a fleet car or hire car – the notice can likewise be delivered or sent to the body’s secretary or clerk at its registered or principal office.

18.10 Where a vehicle is seized, a Removed (REM) Report must be entered on the PNC against that Vehicle Registration Mark (VRM). It is vital that the Confirmed Information Report relating to the Anti-social Behaviour Section 127 warning is not deleted when or if the vehicle is released, as the notice is still in force.

The Removed Report must be deleted where the vehicle being seized is being driven by a different driver to that using the vehicle at the time the warning was issued, then it is essential that a Locate/Information report is added to the PNC for the driver as follows:

18.11 Someone driving in a way that might be considered antisocial but without reasonable grounds for believing that they are committing either of the statutory offences detailed previously is not liable to have their vehicle seized.

18.12 **Names File – Information Resources / PNC Bureau**

(a) create a Locate/Information report for the subject

(b) Reference: PNC ID Number.

(c) Ensure weed date of report is 12 months from the date the warning was issued to offender; this may not be the same as the offence date.

(d) Include the Command and Control reference number.

(e) Update PNC record with driver number and address (where available).

18.13 Where vehicle is being seized due to a previous warning given to its driver, but is a different vehicle to the one used when the warning was given, then it is essential that a Confirmed Information Report is added for the vehicle as follows:

18.14 **Vehicle File – Area Control Room (ACR) Staff**

(a) Via Control Room, create an Information Report on the vehicle, which
should be confirmed immediately. (Failure to confirm this report will allow the report to drop off within 6 weeks).

(b) Incident date: Antisocial Behaviour Section 127 warning, date warning issued; this may not be the same as the date of the offence.

(c) Text: driver’s particulars, date warning issued, location of offence, officer issuing warning (including Force).

(d) Include the Command and Control reference number.

18.15 An officer who issues the Seizure Notice will place a remark to this effect within any subsequent police report for a contravention of Section 3 / 34 of the Road Traffic Act 1988 and will submit a copy of the Seizure Notice as a case-related document.

18.16 Where an officer is unable to find any identifiable marks, such as a registration, chassis, Vehicle Identification Number (VIN), engine, or serial number, and such identification would appear to have been removed, consideration should be given to contacting a trained vehicle examiner.

18.17 The Scottish Government Guidance remains silent on the reporting of Section 3/34 offences to the Procurator Fiscal in conjunction with the use of seizure powers. In this respect, where a local protocol, in relation to the non reporting of Section 3/34 offences exist, such a protocol will remain in place. Where no protocol exists, officers should continue to report Section 3/34 offences in the normal manner.

19. Antisocial Behaviour - Removal / Retention

19.1 All vehicles that are being removed by means of the provisions outlined under Antisocial Behaviour will be subject to the measures in place as part of the relevant Vehicle Recovery Scheme. The police officer will complete relevant paperwork from the vehicle recovery operator with the Reason for Removal section marked ASBO.

19.2 The initial retention for a seized motor vehicle will be for a period of seven days, from the date on the Seizure Notice, by which time the keeper should have claimed ownership of the vehicle and removed same. The legislation provides that the seized vehicle must be retained for a period of three months where it remains unclaimed. This retention period is designed to allow for a full enquiry to be carried out into the ownership of the vehicle in question.

19.3 The vehicle cannot be disposed of during this three-month period, and all reasonable steps must be taken to deliver a Seizure Notice to the registered keeper.
19.4 Should a seized vehicle not be claimed within the three-month enquiry period, then the vehicle can be disposed of by any means seen fit by the recovery agent, e.g. sale or destruction. Where a vehicle is disposed of by way of sale, the net proceeds of the sale must be retained for a period of 12 months, providing the opportunity for any person able to prove ownership at the time of the sale to claim such monies. In these circumstances, any charges incurred as a result of the seizure and storage of the vehicle will be deducted from any monies.

20. Release / Disposal

20.1 As noted above, a vehicle that has been seized under the provisions of the Act will only be released by the recovery agent to the registered keeper on production of suitable proof of ownership (Form 010-010 Vehicle Release/Disposal. Such proof of ownership is not prescribed by the Act, but would include such documentary evidence as:

- Vehicle Registration Document
- Current Insurance Certificate
- Current Ministry of Transport (MOT) Certificate
- Hire Purchase Agreement, etc.

20.2 In addition, suitable personal identification will be required in the form of a photographic driving licence and/or passport etc.

20.3 Where the recovery agent is satisfied with the individual’s right of ownership, they will release the vehicle on payment of the set charges for removal and retention, which will be set out in the seizure notice.

The payment in relation to such removal and retention costs will be paid directly to the recovery agent. Under no circumstances should any money in respect of these costs be accepted by any member of the Police or at any Police Station.

20.4 In relation to the 24-hour periods of storage, the details will be contained within the Seizure notice.

20.5 Should a vehicle remain in storage for the maximum period of three months and all relevant enquiries have failed to locate the registered keeper of the vehicle, the recovery operator will contact the relevant Administration Unit seeking approval for disposal.

20.6 Where a vehicle is released by the contractor, this information will be forwarded to the relevant Administration Unit, who will contact the Control Room and have the Removal Report removed.
Appendix ‘A’

List of Associated Legislation

- Antisocial Behaviour etc. (Scotland) Act 2004
- Criminal Justice (Scotland) Act 2016
- Crime and Disorder Act 1998
- Trade Union & Labour Relation (Consolidation) Act 1992
- Civic Government (Scotland) Act 1982
- Road Traffic Act 1988
- Housing (Scotland) Act 2001
- Data Protection Act 2018
Appendix ‘B’

List of Associated Reference Documents

Policy

- Antisocial Behaviour Policy

Standard Operating Procedures

- Care and Welfare of Persons in Police Custody SOP
- Case Reporting SOP
- Record Retention SOP
- Police National Computer (PNC) Use and Management SOP
- Interpreting and Translating Services SOP

Reference Documents

- Scottish Government Guidance on Dispersal of Groups
- Scottish Government Guidance on Closure of Premises
- Scottish Government Code of Guidance on Homelessness
Appendix ‘C’

List of Associated Forms

- 010-003  ASB - Closure Notice
- 010-004  ASB – Closure Order Application
- 010-005  ASB - Revocation of Closure Order
- 010-006  ASB - Dispersal of Groups Authorisation
- 010-007  ASB – Dispersal of Groups Notice
- 010-008  ASB - Seizure of Vehicles Warning Notice
- 010-009(A)  ASB - Vehicle Seizure Notice (Driver/Rider Copy)
- 010-009(B)  ASB - Vehicle Seizure Notice (Keeper/Owner Copy)
- 010-009(C)  ASB - Vehicle Seizure Notice (Police Copy)
- 010-010  ASB - Vehicle Release/Disposal Form
- 010-011  ASB – Application to Extend Closure Order
## Appendix ‘D’

### Glossary of Terms

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<tr>
<td>ABC</td>
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<td>Area Control Room</td>
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<td>Anti-Social Behaviour Order</td>
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<td>Registered Social Landlord</td>
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