

## A shift in the life of: Guidance notes



The objective of this article is to condense information to inform readers about your typical or routine activity and or 'crisis' or significant activity/deployments. Some articles roles might focus on day to day activity e.g. domestic abuse investigators and some might focus on significant deployments e.g. hostage negotiation or public order events. The article does not need to cover (all) events occurring in the course of a single day as it is not intended as a log or a diary entry.

A day in the shift of can help you to explore not only the activities that you undertake but also their impact on you, the general public

etc. Some articles will include a resolution/conclusion and others will not and may instead raise questions.

You may have your own ideas for content but you could consider the following points (600 words):

Thinking of a day in which you were deployed (in part or full)...

- How did your day begin/how did you find out about the deployment? Call out/briefing. Also include context which might personalise the piece, for example dashing from the school run to the scene/briefing room etc.
- What were the first things you did/put in place?
- As the shift unfolds, what happened?
- Reflect on your role and the attributes that you bring to it

- What were you anticipating at the start of the day – did something else happen?
- How did your day/shift end? This is the chance to reflect on the day too

### **General writing hints and tips**

- 1) Write in your own style. We want articles to be written in your 'voice'.
- 2) Use plain English and avoid jargon and local or force specific acronyms. If you do use a well- established, nationally recognised acronym, put it in full when you first use it with the shortened version in brackets afterwards. From that point on use the acronym.
- 3) Be clear about your role including details that you may assume people already know - these might be well understood in your area of work but may be misunderstood by other officers and staff who are not familiar with your role or geographic region.
- 4) Avoid any information which could identify incidents or cases.
- 5) Articles should normally identify you and your police force/agency as the contributor unless there is an operational issue or a personal requirement to the contrary.