



STAFFORDSHIRE  
**POLICE**

FOI ref no: 12400  
Appeal Reference: EA/2021/0123

21st June 2022

Re: Freedom of Information request: reference 12400 first notified to us by email on 12<sup>th</sup> August 2020.

Re: Complaint ref [REDACTED] of 05/03/2020 (Theft of Petrol)

1. The initial incident report sufficiently un redacted to show how the incident was recorded together with the time and date of the entry.
2. The crime report number issue to this report of 'theft of fuel' clearly showing the date the crime report was entered on the system and the Home Office category it was reported under.
3. Details of how and when the crime report was finalised. Please include any earlier finalisations and dates if the report was closed and reopened.
4. Please provide me with a copy of Staffordshire Police's policy and guidance for the recording of reports of crime, or if this information is already published direct me to where I can find the information.
5. Please provide me with the current Home Office guidelines for the recording of reports of crime, or if this information is already published direct me to where I can find the information.

Staffordshire Police's response to your enquiry is as follows:

Further to our letter of 25<sup>th</sup> August 2020, we are now providing additional information, namely a response to question 3:

3. Details of how and when the crime report was finalised. Please include any earlier finalisations and dates if the report was closed and reopened.

**The occurrence (crime) report was finalised on 14<sup>th</sup> July 2020 as 'Home Office Outcome 16: Victim declines/withdraws support – named suspect identified'.**

Yours sincerely

Freedom of Information  
Central Disclosure Unit