

## NOT PROTECTIVELY MARKED

Published

| Event History

**Policy owned by Corporate Services  
Crime Recording****1. Policy Purpose and key drivers**

Staffordshire Police will record crime in accordance with the overriding principle of a proportionate victim centred approach which supports officers and staff to exercise their professional judgement in their decision making .

*In accordance of Para 2.2 NCRS - Following the initial registration , an incident will be recorded as a crime (notifiable offence ) for offences against an identified victim if , on the balance of probability :*

*(a) the circumstances as reported amount to a crime defined by law (the police will determine this , based on their knowledge of the law and counting rules ) ,  
AND*

*(b) there is no credible evidence to the contrary .*

*For offences against the State the points to prove to evidence the offence must clearly be made out , before a crime is recorded .*

It is for the police to determine whether circumstances amount to a crime in law, and therefore it is a legitimate reason to close an incident where the circumstances do not amount to a criminal act. This allows us to deal with acts of nuisance, naivety and misdemeanours in a professional manner and prevents the recording of crime for non-criminal activity.

Where an uncooperative complainant fails to provide on the balance of probability sufficient detail to allow the police to determine what crime , if any, has taken place the incident can be closed as a 'crime related incident' with the proper justification provided.

Where circumstances indicate that a criminal act has been committed the matter **will** be recorded as a crime. It must be borne in mind that the fact that an Injured Party does not wish to cooperate does not mean that the matter can be classified as an N97 no crime code.

A list of reasons to justify not criming an incident are available on Storm to help officers in their 'crime recording decision making process' (CRDMP) and are as follows;

1. Transferred to other Force/3rd party - state ref. number
2. Unconfirmed 3rd party report - state why
3. Victim confirms no crime - state why
4. Credible evidence of no crime - state what

All recorded offences and subsequent outcomes will comply with the guidance issued by the Home Office and contained within the Home Office Counting Rules and National Standard for Crime Recording.

Audits of the crime recording system will be conducted to ensure records in relation to crime and detections are of a consistently high standard and that crime recording processes and procedures continue to deliver a high quality of service to the communities we serve.

### Related Documents

Links to related documents:

[Crime Recording 1. Reporting and Recording \(Procedure\)](#)  
[Crime Recording 2. Crime Management System \(CMS2\) \(Procedure\)](#)  
[Crime Recording 3. Crime Outcomes \(Procedure\)](#)  
[Crime Recording 4. Crime Filing \(Procedure\)](#)  
[Crime Recording 5. Audit \(Procedure\)](#)  
[Crime Recording 6. Roles and Responsibilities \(Procedure\)](#)  
[Crime Recording 7. Action Fraud & Fraud Investigation \(Procedure\)](#)

**Gatekeeper** - the Author suggested the following Procedure document(s) to link to.

### Relevant Dates and Review Period

Effective Date:	16/05/2017
Review Date:	07/08/2018
Review Frequency:	Annually

### Policy Basis and Implications

2. Legal Basis:	NCRS, HOCR, NSIR (Home Office guidance)
3. Management of Police Information (MoPI):	<p>MoPI Policing Purpose: Protecting Life and Property, Preserving order, Preventing the commission of offences, Bringing offenders to justice, Any duty or responsibility arising from common or statute law</p> <p>MoPI Review, Retention and Disposal addressed as follows: All crime files will be subject to the MoPI review schedule, overseen by the Archive Dept.</p>
4. Associated Benefits:	<p>Protecting Life and Property. Supporting effective action against offenders and bringing them to justice. Provision of good quality data which supports neighbourhood policing and other operational needs. Providing intelligence To maintaining and enhancing public confidence</p>
5. Consultation:	<p>Communities First project ACPO task and finish group Crime Admin Unit Local Policing leads Investigative service leads Contact Services lead, UNISON, Police Federation</p>
6. Financial Implications:	None
7. Human Resources / Training:	None
8. Associated Policy:	<p>Domestic Abuse Hate Crime Home Office Circular 16/2008 – Cautions Offence Resolution – PND Offence Resolution – Cannabis Possession Management of Police Information Policy</p>

### FOI, Human Rights and Equality Impact Assessment Indicators

FOIA:	Release to Public		
ECHR:	Compliant		
EIA:	Compliant	Compliant with Code of Ethics:	Yes

**Indexing**

Categories: Crime Recording  
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