



## Crime and Incident Disposal, Recording and Auditing Policy (757/2024)

### Abstract

This policy details the national standards for crime reporting and the additional Enhanced Crime Related Incidents adopted by Sussex Police.

### Policy

#### 1. Introduction

1.1 This policy is required to ensure that all appropriate incidents are recorded in line with the National Standard for Incident Recording (NSIR), the Home Office Counting Rules (HOCRs) and National Crime Recording Statistics as detailed within the College of Policing Authorised Professional Practice (APP). It provides guidance for a consistent incident, crime recording, disposal and audit process. In addition, Enhanced Crime Related Incidents (ECRIs) are used in Sussex Police to record certain crime related information within NICHE.

#### 2. Scope

2.1 This policy and associated appendices detail where and how the different types of incidents and crime reporting (including reclassifications and disposal of 'cancelled crime') should be recorded. This includes the Force's ECRIs. It does not include the management of crime and intelligence or the retention, review and disposal periods in relation to criminal investigations which is covered within the Information Management Policy (Surrey and Sussex) (1187).

#### 3. Policy Statement

3.1 The Deputy Chief Constable (DCC) is the Force lead for Crime Data Integrity and is responsible for the accuracy and integrity of the incident and crime recording process. The Force Crime and Incident Registrar (FCIR) is responsible for maintaining the national standards and is the final arbiter for the audit process along with the interpretation of the HOCRs. Sussex Police will record all appropriate incidents in a consistent and accurate manner to reflect national standards and local practices so that the public have an understanding of a clear minimum standard of service that will be provided to them.

### Procedure

#### 1. National Standards

1.1 The National Crime Recording Standard (NCRS) seeks to achieve consistency of recording, application of Outcomes, cancellation, and audit across all 43 forces in England and Wales. This also assists in providing timely and accurate data to be used at

local and national level to meet management and performance information. This in turn supports up to date intelligence which is vital for crime investigation and prevention.

## **2. Incidents Reported - STORM**

2.1 A common principle within NCRS and NSIR is that all incidents (crime related or not) reported from either victims, witnesses or third parties will result in the registration of an incident report by the police. In Sussex, incident reports will usually be recorded on a STORM Computer Aided Dispatch (CAD). For guidance on incidents reported, please refer to Force Guidance on Incidents Reported (STORM)

## **3. Crime Recording - NICHE**

3.1 For offences against the state, the points to prove to evidence the offence must be clearly made out before a crime is recorded. Offences against the state must be recorded in addition to victim-based offences, please refer to Force Guidance on Crime Recording.

## **4. Enhanced Crime Related Incidents (ECRIs)**

4.1 The term Crime Related Incident (CRI) is described as a record of a reported incident where a crime is alleged to have taken place which, on the balance of probabilities would normally amount to a notifiable offence but, due to certain circumstances, a crime has not been recorded.

4.2 Enhanced Crime Related Incidents (ECRIs) are used within Sussex Police to record certain crime related information within NICHE. The purpose is to register an auditable record of police activity in respect of an enhanced crime related incident and to provide information for crime pattern analysis and intelligence. Full details on the types of crime and codes to be applied are detailed within List of all Enhanced Crime Related Incidents (ECRI).

## **5. Reclassification and Cancellation of Crime**

5.1 The HOCRs direct the method by which we not only record, but also reclassify and cancel crime. For Force guidance on 'Reclassification', 'Cancellation' and 'Outcomes', please refer to Reclassification, Cancelling Crime Records Checklist for Information Supporting Recorded Crime Outcomes and Home Office Outcomes respectively.

## **6. Auditing**

6.1 Auditing by the Force Crime Audit Team (FCAT) will be undertaken in accordance with the Home Office Data Quality Assurance Manual.

## **7. Quality and Accuracy of Data**

7.1 The quality and accuracy of the data we hold is of real significance. The way we deal with the information we hold can impact the lives of people and if that is inaccurate, then those effects are very often negative. We retain data on all features of policing, and we need to ensure that what we record is accurate.

Appreciating the demands placed upon us by serving diverse communities is enhanced by understanding their individual Protected Characteristics. Protected Characteristics can be defined as age, gender (identity and expression), gender reassignment, being married

or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief and sexual orientation (for further information refer to the Equality, Diversity and Inclusion Policy (Surrey and Sussex) (193). Ensuring that we record accurate data in the records we hold is very important in all of these areas.

## 7.2 Mandatory Flags

Some crime data is flagged by the Home Office. There are Hate Crime, Metal Theft, Domestic Abuse, Online Crime, Child Sexual Abuse, Child Sexual Exploitation, Alcohol, Corrosive Based Substances and Honour Based Abuse. There is detail which supports each of these important flags at <https://www.gov.uk/government/publications/counting-rules-for-recorded-crime>.

## 8. Force Crime and Incident Registrar (FCIR)

8.1 To ensure the maintenance of the national standards, the Sussex Police FCIR is the final arbiter for the audit process, the interpretation of the counting rules and detections. The FCIR is outside operational line command and answerable to the DCC. Audits undertaken by the FCIR are provided to the bi-monthly Force Performance Board (FPB), chaired by the DCC. The audits place emphasis upon areas of crime recording which present the greatest risk and those where errors are most likely to be found.

**Team:** Corporate Development Department