



Date: 17th July 2020

Our Reference: FOIA-2020-078

RE: Your request for information under the Freedom of Information Act 2000

I write in response to your Freedom of Information Act 2000 (FoIA) request dated **25/06/2020**, in which you requested:

“I would like to know the role of the crime registrar for the metropolitan police. I am requesting the details to lodge a complaint with the crime registrar and the process for deletion or correction of crime reports where the facts are in dispute.

Can you confirm the number of pins that have been removed from your data bases over the last two years.

Can you also confirm the guidance given to police officers who have trouble tracing suspects

and the number of reports that have been closed or completed without the suspect being traced over the last year.”

On **02/07/2020** you provided clarification, that for part three of the request: “The question is actually about what guidance is given to Police officers when they create CRIS reports after receive an allegation about an alleged crime that does not warrant immediate action. Do they have to contact the suspect by post or email if they dont have a number for him or her or do they just complete the report and then close it without getting both sides of the story and mark it down as tried to contact suspect about the allegation but he or she could not be traced?”

Decision

When a request for information is made under the FoIA 2000, a public authority has a general duty under section 1(1) of the Act to inform an applicant whether the requested information is held. There is then a general obligation to communicate that information to the applicant.

Under section 1(1), I can confirm the College holds **some recorded information** within the scope of your request. We have dealt with each parts of your request below:

- 1. I would like to know the role of the crime registrar for the metropolitan police. I am requesting the details to lodge a complaint with the crime registrar and the process for deletion or correction of crime reports where the facts are in dispute.**

I can confirm some information is held for this part of the request. This will be provided to you in the attachment titled 'Disclosure document 1'. This document is comprised of relevant parts from the Force Crime Registrar Learning Standard. There are some redactions within the document, this is **not** due to an exemption under the Act, but because the redacted content is irrelevant to your request.

There is no information held in relation to lodging a complaint with the crime registrar, or the process for deletion/correction of crime reports.

2. Can you confirm the number of pins that have been removed from your data bases over the last two years.

No information held.

3. Can you also confirm the guidance given to police officers who have trouble tracing suspects

I can confirm some information is held for this part of the request. This will be provided to you in the attachment titled 'Disclosure document 2'. This document is comprised of relevant parts of the Policing Education Qualifications Framework (PEQF) Professionalising Investigation Programme Curriculum. There are also redactions within this document, which, as stated for the first question, are **not** due to exemptions, but due to irrelevancy.

There are also two relevant Authorised Professional Practice (APP) links:

<https://www.app.college.police.uk/app-content/investigations/>

<https://www.app.college.police.uk/app-content/investigations/investigation-process/#initial-investigation>

For context, APP is developed and owned by the College of Policing and can be accessed online. It is authorised by the College of Policing as the official source of professional practice on policing. Police officers and staff are expected to have regard to APP in discharging their responsibilities.

4. the number of reports that have been closed or completed without the suspect being traced over the last year.

No information held.

Your rights are provided at the bottom of this letter.

Yours sincerely,

Kate Kaufman | Legal Researcher
Legal Services

College of Policing

Email: FOI@college.pnn.police.uk

Website: www.college.police.uk

Your right of review

Under the Freedom of Information Act 2000 you have a right to request an internal review if you are dissatisfied with our handling of your request. Review requests should be made in writing (by email or post) within **40 working days** from the date of our original response. We will aim to respond to your review request within **20 working days**.

The Information Commissioner's Office (ICO)

If, after lodging a review request you are still dissatisfied, you may raise the matter with the ICO. For further information you can visit their website at <https://ico.org.uk/for-the-public/official-information/>. Alternatively, you can contact them by phone or write to them at the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: 0303 123 1113



National Policing Curriculum Learning Standard

Learning Standard Title:

Force Crime Registrar

Programme Title:

Force Crime Registrar

Curriculum Code: IVSTA001

1. Introduction

Learning Overview:

The purpose of this module is to provide learners with the key areas of the role of Force Crime Registrar (FCR). The learning covers the need for FCRs to act independently and as the final arbiter in the application of the Home Office Counting Rules ensuring consistency of crime recording in England and Wales. It also covers the role of the FCR in relation to auditing of crime records and the need to maintain current knowledge of the legislation and process around crime recording. Finally the learning covers the requirement placed on FCRs to act as a conduit between their force and external agencies on matters relating to crime recording.

Target Audience:

Required:

Force Crime Registrar

[REDACTED]

5. Outline the responsibilities of the Force Crime Registrar

- 5.1. Maintain an up to date and in depth knowledge of the key rules, principles and legislation and policy related to crime recording
 - a. National Crime Recording Standard (NCRS)
 - b. Home Office Counting Rules (HOCR)
 - c. Crown Prosecution Service (CPS) Charging Standard and Evidential Requirements
 - d. Legal definitions related to notifiable offences
 - e. Code of Ethics
 - f. Ministry of Justice guidance in relation to Out of Court Disposals and Outcomes
 - g. Authorised Professional Practice
- 5.2. The need to understand and interpret changes made to HOCR
- 5.3. Disseminate any amendments made to the counting rules in order to ensure that the relevant people are aware of the changes and their implications for the force
- 5.4. The systems and processes which operate in force through which crimes are reported

- 5.5. The potential sources of attrition which can lead to crimes which have been reported not being recorded
- 5.6. Promote the appropriate activity in relation to systems and processes to reduce attrition
- 5.7. Advise on the development of and support the adoption of force policies and procedures to ensure crime recording in accordance with the national standard
 - a. Recording and outcomes policies
 - b. Crime classification policy
 - c. Audit policies relating to crime recording, classification, outcomes and out of court disposals
 - d. Update force crime recording policies where internal/external reviews have indicate the need to do so
 - e. The arrangements for transferring reports of crime to other forces
- 5.8. Monitor the application of force policy and procedure
 - a. Effective force wide communication and promotion of policies
- 5.9. The need to have oversight of all training around NCRS and HOCR which is provided within force and provide an advisory service to assist others in the delivery of training to general and specialist roles
- 5.10. Attend regional meetings to share experiences around ideas and problems related to crime recording
 - a. Engage in collaborative working to in order to share good practice and improve accuracy of crime recording

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- a. The Force Crime Registrar to act as the final arbiter in both the audit process and the application of the counting rules

6.3. Authorise amendments to crime records at force level when inaccurate recording is identified by internal or external review

[REDACTED]

8. Outline the influences that may lead to inaccurate crime recording within forces and the measures available to manage these

8.1. Influences

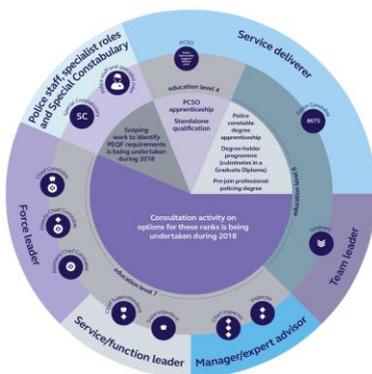
- a. Political and PCC-reducing crime agenda
- b. The potential for conflict between performance management and accurate crime recording which is compliant with the NCRS and HO CR
- c. Lack of police officer and staff training or knowledge
- d. Poor and inconsistent IT systems



Policing Education Qualifications Framework: Professionalising Investigation Programme (PIP)

Level 1 and 2 National Policing Curriculum (Standalone)

February 2020 - Version 3.0



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Any other enquiries regarding this publication please email us at NationalPolicingCurriculumEnquiries@college.pnn.police.uk

		[REDACTED]
Criminal Justice		
[REDACTED]	[REDACTED]	[REDACTED]
2 Understand the process for ethical recording of policing incidents	2.1 Incident Recording Standards	Content is supported by APP, Information Management, Collection and Recording and HMICFRS Crime-recording process (available from https://justiceinspectorates.gov.uk)
	2.2 Crime Recording Standards	
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

	<p>3.12 Identifying and working with victims, witnesses and suspects</p>	<p>Delivery of this content should be based upon:</p> <ul style="list-style-type: none"> • The Victims Code (available at https://www.gov.uk). • Victim Code eLearning also supports this content (available on the College Managed Learning Environment) • PACE Code C – dealing with suspects • The Witness Charter 2013 (available at https://www.gov.uk)
	<p>3.13 Circulating information regarding those wanted or suspected</p>	<p>Content should cover:</p> <ul style="list-style-type: none"> • Use of the PNC
	<p>[Redacted]</p>	<p>[Redacted]</p> <ul style="list-style-type: none"> • [Redacted] • [Redacted] • [Redacted] • [Redacted] • [Redacted]
	<p>[Redacted]</p>	<p>[Redacted]</p>
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