



POLICY INFORMATION	
Title	Crime Recording Policy
Version	V2.0

POLICY OWNERSHIP	
Policy Sponsor	Deputy Chief Constable
Policy Owner	Head of Strategy and Performance
Policy Author	Force Crime & Incident Registrar

British Transport Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. If you have any queries relating to this policy please write to: **Information Governance Unit British Transport Police** 2nd Floor, 3 Callaghan Square Cardiff, CF10 5BT or email: FOI@btp.pnn.police.uk

Purpose of the Policy

The purpose of this policy is to ensure that British Transport Police (BTP) has a consistent approach to crime recording and complies fully with the requirements of the National Crime Recording Standards (NCRS), the Home Office Counting Rules for Recording Crime (HOCR) and the Scottish Crime Recording Standard (SCRS).

Who does this policy apply to

This policy applies to all BTP officers and staff who are involved in the reporting and recording of crime on BTP systems.

Principles

The NCRS and SCRS require that all reports of incidents, whether from victims, witnesses or third parties and whether crime related or not, result in the registration or an incident report.

Following the initial registration, an incident will be recorded as a crime in all cases if:

- The circumstances of the victim's report amount to a crime defined by law (inc Scots law or an offence under statute); and
- There is no credible evidence to the contrary immediately available.

A belief by the victim, or person reasonably assumed to be acting on the behalf of the victim, that a crime has occurred is usually sufficient to justify its recording.

All BTP employees involved in the recording of crime will be responsible and accountable for its accuracy. The integrity of the data held by BTP is essential for the following reasons:

- BTP has a responsibility and duty of care to victims of crime.
- Accurate and timely intelligence relies heavily on the information held on the crime recording system.
- Compliance with Data Protection legislation and the Management of Policy Information (MoPI).

Monitoring and Review



OFFICIAL

The responsibility for ensuring any review of this document rests with the Force Crime & Incident Registrar. The document should have a set review date of three years from publication and subsequent reviews. Trigger reviews of the document will be conducted if and when relevant legislative or guidance changes are published by the Home Office or Scottish Government.

Compliance with this policy will be monitored by the Force Crime & Incident Registrar's Team via regular audits.