



National Crime Recording Standards Procedure

Procedure Statement

National Vision: That all police forces in England and Wales have the best crime recording system in the world: one that is consistently applied; delivers accurate statistics that are trusted by the public and puts the needs of victims at its core. This procedure is to assist North Yorkshire Police (NYP) to meet the requirements of the Home Office Counting Rules (HOCR) for recorded crime and the National Crime recording Standard (NCRS)

NB: The Home Office Counting Rules (HOCR) is fully updated in April of every year. In addition to the yearly update two online updates are made in June/July and October/November each year.

These are a comprehensive set of rules which are provided to the Force Crime and Incident Registrar (FCIR), Deputy Crime and Incident Registrar(s) and crime recording experts in force. An abridged version of the rules for use by front line officers and staff can be accessed via this link [Home Office Crime Recording Rules for frontline officers and staff](#)

Overarching Policies:

Records Management Policy

Procedures:

National Standards for Incident Recording Procedure
Collection and Recording of Police Information
Public Assistance, Grading and Dispatch Policy
Call Handling Procedure
Crime Recording and Occurrence Management Procedure

Other Documents:

Code of Practice on Police Information and Record Management
Information Management - Authorised Professional Practice (APP)
Data Quality Assurance Manual
Niche RMS Data Quality Standards

Process

Crime Recording General Rules

Vision for Crime Recording

Vision: That all police forces in England and Wales have the best crime recording system in the world: one that is consistently applied; delivers accurate statistics that are trusted by the public and puts the needs of victims at its core.



Policing Values: The College of Policing's "Code of Ethics" sets out values that are intended to ensure standards of professional behaviour for both police officers and police staff.

The 2024 Code of Ethics are inclusive and support everyone in policing. It has two parts, both of which are non-statutory. Ethical policing principles. Guidance for ethical and professional behaviour in policing.

Ethical policing principles

Guidance for ethical and professional behaviour in policing

The guidance to this Code explicitly states under "Being honest open and accountable" that "Our high expectations demand that we manage all official documents and records in accordance with the code of practice on police information and recording management." This explicitly states in para 4.19 that Police information and records must be created and managed in accordance with national standards (such as the National Crime Recording Standards and the National Standards for Incident Recording), guidance and statutory obligations.

National Crime Recording Standard (NCRS)

The Standard directs a victim focused approach to crime recording. The intention is that victims are believed and benefit from statutory entitlements under the Code of Practice for Victims of Crime (CPVC). This seeks to ensure that those reporting crimes will be treated with empathy and their allegations will be taken seriously. Any investigation which follows is then taken forward with an open mind to establish the truth.

An incident will be recorded as a crime (notifiable offence) for 'victim related offences' if, on the balance of probability:

- (a) the circumstances of the victims' report amount to a crime defined by law* (the police will determine this, based on their knowledge of the law and the counting rules); and
- (b) there is no credible evidence to the contrary immediately available.

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

* 'Crime defined by Law' means a crime which is determined to be notifiable. Notifiable offences do not cover all criminal offences as most summary offences are not notifiable. A full list can be found here. (scroll down to 4th document).

It is important that any investigation which follows is taken forward with an open mind to establish the truth.

For 'offences against the state' the points to prove evidencing the offence must clearly be made out before the crime is recorded.



Once recorded, a crime will remain recorded unless additional verifiable information (AVI) is found and documented which determines that no notifiable crime has occurred or crimes are transferred or cancelled i.e. where crimes are created in error, or as a duplicate of an existing crime, or where it has been determined that the offender acted in self-defence.

When to record

Crimes should be recorded as soon as sufficient information exists to meet the crime recording steps and this should be on the same day the report is received and no later than 24 hours after the initial report was received. There are only some rare exceptions to this. All reports subject to delayed recording must contain an NCRS compliant rationale and have appropriate FCR oversight. Recording must not be delayed in order to carry out an investigation.

Victims must be told when a decision is taken not to record a crime

Where a report of a crime is made to police and the decision is to not record it, then an auditable record of that decision must be made, and the victim or person reporting must be informed of that decision. They have a right to appeal the decision or to provide further supporting information.

The Crime Recording Rules for Frontline Officers and Staff can be accessed [here](#). You may find the following topic areas useful, they can be accessed by selecting the relevant heading in the 'Table of contents'.

- Whether to record a crime?
- No victim – no crime
- Recording without victim confirmation
- Video evidence – recording practice
- Recording offences against the state
- Drunkenness or impairment
- Public order offences
- Offender aged less than 10 years
- Mental capacity
- Schools protocol
- One crime per victim
- The finished incident rule
- The principal crime rule
- Classification and reclassification
- Principal crime look-up table
- Location of offence
- Other investigating authorities
- Outcomes
- Cancellations
- Crime 'flags'
- Violence against women and girls (VAWG)
- Honour based abuse



- N100 – Reported incident of rape
- N300 – Reported incident of death

Recorded Crime Outcomes

For guidance in applying the correct outcome please use the Outcomes tool. This tool can also be found on the 'Quick Links' section of the Niche launchpad and a link is also included on the Supervisor's outcomes templates.

For Home Office purposes, all recorded crimes will be assigned one of the following outcome types in accordance with the HOCR and the DQAM:

Outcome type 1 – A person has been charged or summonsed for the crime (irrespective of any subsequent discontinuation or acquittal at court).

Outcome type 1A – A person has been charged or summonsed for the crime but following the application of the CPS charging standards and the provisions of the HOCR, the charge or summons relates to an alternate offence to that recorded (irrespective of any subsequent acquittal at court).

Outcome type 2 – A youth offender has been cautioned by the police.

Outcome type 2A – A youth offender has been cautioned by the police but following the application of the CPS charging standards and the provisions of the HOCR, the caution relates to an alternate offence to that recorded.

Outcome type 3 – An adult offender has been cautioned by the police.

Outcome type 3A – An adult offender has been cautioned by the police but following the application of the CPS charging standards and the provisions of the HOCR, the caution relates to an alternate offence to that recorded.

Outcome type 4 – The offender admits the crime by way of a pace compliant interview and asks for it to be taken into consideration by the court on a form MG18.

Outcome type 5 – The offender has died – all offences.

Outcome Types 6 – A penalty notice for disorder (or other relevant notifiable offence) has been lawfully issued under s1-11 of the Criminal Justice and Police Act 2001. The latest guidance 'Penalty Notices for Disorder' was published by the Ministry of Justice in June 2014.

Where it is later established that the PND guidance has not been followed the outcome applied to the crime report will remain unchanged unless the police revoke the PND in which case the outcome must be amended.

Outcome type 7 – A warning for cannabis or khat possession has been issued in accordance with college of policing guidance. Recorded Crime Outcomes (6 of 10) refers.



Outcome type 8 – A community resolution (with or without formal restorative justice) has been applied.

Outcome type 9 – Prosecution is not in the public interest – CPS decision. The supporting case papers must include a copy of the MG3/CM02 certified by the Crown Prosecutor that there is sufficient evidence to charge the offender, but prosecution is not in the public interest.

Outcome type 10 – Formal action against the offender is not in the public interest – police decision. Where the police determine there is sufficient evidence to charge but the Director's guidance on charging requires the case to be referred to the CPS for a charging decision, The Public Interest judgement **must** be made by a prosecutor and in such cases **outcome 9** should be applied.

Outcome 11 – Prosecution prevented – named suspect identified but is below the age of criminal responsibility.

Outcome 12 – Prosecution prevented – named suspect identified but victim or key witness is dead or too ill (physical or mental health) to prosecute or is confirmed to have died either before the crime was reported to police or before enough evidence to charge could be obtained.

Outcome type 13 – Prosecution prevented – named suspect identified but victim or key witness is dead or too ill to give evidence.

Outcome type 14 – Victim not able to support (suspect NOT Identified).
Evidential difficulties: victim engagement – suspect not identified – The crime is confirmed, but further police action to identify the offender cannot progress because the victim is not able to support such action at this time.

To apply outcome 14, there must be an auditable record that demonstrates that the victim does not support or has withdrawn support for police action.

There are certain requirements for this outcome as set out in the Home Office Counting rules, and it documents that for forces to apply outcome 14 there must be an auditable record that demonstrates the victim does not support or has withdrawn support. The direction around this was that the auditable record was a PNB entry, MG11 from the victim, Body Worn Video (BWV), or the use of an MG11 from the office detailing the place, time, means of contact and the victims decision.

It is agreed that in certain circumstances an OEL entry will be sufficient as the auditable record, so the direction now is: In cases where the victim has been visited, and has physical police attendance then the record of non-support should still be:

- A signed statement from the victim
- A signed PNB entry from the victim



- BWV footage covering the victim's decision (including link to where footage is held, and ref number) this should be endorsed by the reviewing sergeant on the finalisation template.

OEL entries can now be taken as an auditable record in the below circumstances:

- Where the victim cannot be traced, or contacted after efforts which are documented on the OEL with a date/time of the attempts made.
- Where the victim refuses to engage
- In cases which are of low risk and no physical attendance is deemed necessary. As well as the non-support, or withdrawal, is via a phone call to the officer, as long as the office is satisfied this was the victim making the call, this can be endorsed on an OEL entry documenting the date/time of this conversation.

Where the crime has been reported by a Professional Third Party (MARAC, Strategy meeting etc.), and they make it clear (in an auditable format – meeting minutes/e-mail etc) that the victim did not want to report, or would not support a prosecution, outcome 14 can be applied. Outcome 14 cannot be applied where the police are unable to trace the victim.

Outcome type 15 – Evidential difficulties – named suspect identified – the crime is confirmed, and the victim supports police action, but evidential difficulties prevent further action.

Outcome type 16 - Victim Not Able to Support (Suspect Identified)

Evidential difficulties: victim engagement –named suspect identified – the crime is confirmed, but further police action cannot progress because the victim is not able to support such action at this time.

To apply outcome 16, there must be an auditable record that demonstrates that the victim does not support or has withdrawn support for police action.

There are certain requirements for this outcome as set out in the Home Office Counting rules, and it documents that for forces to apply outcome 16 there must be an auditable record that demonstrates the victim does not support or has withdrawn support. The direction around this was that the auditable record was a PNB entry, MG11 from the victim, Body Worn Video (BWV), or the use of an MG11 from the office detailing the place, time, means of contact and the victims decision.

It is agreed that in certain circumstances an OEL entry will be sufficient as the auditable record, so the direction now is: In cases where the victim has been visited, and has physical police attendance then the record of non-support should still be:

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Where the crime has been reported by a Professional Third Party (MARAC, Strategy meeting etc.), and they make it clear (in an auditable format – meeting minutes/e-mail etc) that the victim did not want to report, or would not support a prosecution, outcome 16 can be applied. Outcome 16 cannot be applied where the police are unable to trace the victim.

Outcome type 17 – Prosecution time limit expired – suspect identified but the time limit for prosecution has expired. Summary only offences.

Outcome type 18 – Investigation complete – no suspect identified. Crime investigated as far as possible – case closed pending further investigative opportunities becoming available. Please see Named vs Suspect briefing.

Outcome type 19 – National Fraud Intelligence Bureau (NFIB) use only

Outcome type 20 – Further action resulting from the crime report will be undertaken by another body or agency subject to victim (or person acting on their behalf) being made aware of the action to be taken. It is not necessary for that further action to amount to a criminal process. Recorded Crime Outcomes (8 of 10) refers.

Clarification: The force must ensure appropriate arrangements are in place regarding meeting the requirements of the Victims Code. This will include ensuring that victims are told when another agency has primacy for investigation as well as supplying appropriate contact details for such agencies.

The objective is that the agency or body will work to ensure that safeguarding is addressed; the victim is supported and in cases where there is a named and identified person responsible that their behaviour will be managed (and where the agency holds relevant powers that a criminal investigation will be undertaken).



Outcome type 21 – Further investigation resulting from the crime report, which could provide sufficient evidence to support formal action being taken against the suspect, is not in the public interest – police decision.

Clarification: Before deciding that no investigation will be undertaken in relation to a notifiable offence with a named suspect, police must have due regard to the public interest test considerations set out in the Code for Crown Prosecutors Para 4.12 a-g.

The views of the victim, or their representative, will always be an important consideration when taking the decision not to investigate an offence where there is a named suspect. However, there will be circumstances when it would be in the public interest to investigate an offence against the wishes of the victim. Conversely there may be exceptional circumstances where police believe that further investigation is not in the public interest, contrary to the victim's wishes. Where this is the case, the decision must be endorsed by a supervisory officer with the rationale fully documented in the crime record.

Outcome 21 is also used operationally as an indication to Disclosure and Barring staff, that care should be taken before routinely disclosing the information. It will not, therefore, normally be appropriate in relation to 'serious' offences such as domestic abuse, hate crime, child abuse or any indictable only matter; nor to any offence, e.g dishonesty, where the nature of the offending may be relevant to future employment with children and/or vulnerable adults. If, in exceptional circumstances, use of Outcome 21 is deemed appropriate for a 'serious' or 'relevant' offence, the decision maker must be appropriate for the seriousness of the offence in question and the rationale sufficient for future DBS staff consideration. It will usually be necessary for police to speak to the suspect and/or to their appropriate adult (parent/carer etc) to explain the implications.

Outcome type 22 – Diversionary, educational or intervention activity, resulting from the crime report has been undertaken and it is not in the public interest to take any further action.

In respect of outcome types 1-4 and 6-10 inclusive the suspect must have been made aware that they will be recorded as being responsible for committing that crime and what the full implications of this may be.

Clarification: The suspect, or appropriate person, must be made aware in person of all Legal implications that being held responsible for the crime means.

- That a crime has been recorded and they will be held as responsible for it.
- That such material is available for disclosure and information sharing purposes where appropriate.

Outcome type 23 Child Deferred Prosecution - Agreed diversionary activity has been undertaken and completed by the offender and it is not in the public interest to take any further action.

Outcome type 24 Adult Deferred Prosecution - Agreed diversionary activity has been undertaken and completed by the offender and it is not in the public interest to take any further action.



Other outcome related information

- Principal crime related offence rule
- Alternate charge requirements for Rape or Homicide
- Alternate offence rule – Outcomes 1A, 2A and 3A
- Rape and High-risk DA – Closure requirements for Outcomes 15 and 16

Responsibilities

Operational Officers and Police Community Support Officers (PCSO's)

- Ascertain a crime has occurred, where a crime is not already recorded submit crime report within in the required 24-hour time scale in compliance with the NCRS and the Code of Ethics – ethical policing principles.
- Provide sufficient, accurate information to allow for the appropriate classification and updates to be recorded.

Crime Recording & Occurrence Management

- Applying the CRDMP at the earliest opportunity as part of the crime validation process in line with NCRS. Validation of the statistical classification, finalisation and on occasion cancellation or re-classification of crimes in line with the HOCA, NCRS and the Code of Ethics – ethical policing principles and take action to prevent non-compliance.
- Ensure accurate and timely updates are added onto the occurrence following the appropriate processes. Notify relevant departments if updates or corrections are required to crime occurrences to ensure information obtained and recorded is relevant and accurate.

Centralised Crime Management Unit

- Review recorded crime, establish requirements for re-classification and complete re-classifications where appropriate.
- Recording and validation of crime outcomes in line with the HOCA.
- Ensure accurate and timely updates are added onto the occurrence following the appropriate processes in line with NCRS and the Code of Ethics – ethical policing principles and take action to prevent non-compliance.
- Notify relevant departments if updates or corrections are required to crime occurrences, ensuring accurate information is recorded.
- Ensure that all crime cancellation and transfer requests, with the exception of rapes or attempted rapes, are reviewed and endorse where appropriate.

Force and Deputy Crime and Incident Registrar

- Assure compliance with the Home Office Counting Rules and NCRS and the Code of Ethics – ethical policing principles.
- Highlight trends and identify gaps in processes and/or knowledge and take steps to rectify these.



- Align all crime recording assurance review activity to the priorities of the Plan on a Page, Police and Crime Plan and the Force Control Strategy.
- Planned assurance activity will be published in the FCIR's Assurance Schedule. The schedule will be kept under review by the FCIR and adjusted where necessary to:
 - meet any changes in risk identified by previous assurance reviews.
 - assess impacts of changes to the Home Office Counting Rules (HOCR).
 - investigate spikes on the Crime Data Integrity (CDI) compliance tracker.
 - support ad-hoc requests as operational business need arises.
 - support inspection activity.
- Develop, implement, and monitor crime assurance programmes, in line with the methodology set out in the Home Office Data Quality Assurance Manual (DQAM). To assess the effectiveness of force systems, processes and recording standards in compliance with NSIR and NCRS and assign an assessment rating for every assurance review undertaken.
- Use a Home Office sampling tool to determine a statistically significant data sample to ensure the force can be confident in the results provided.
- Report to Command level findings, recommendations and actions to address any areas for improvement identified. All actions will be recorded in the FCIR Action log, assigned an owner and complete by date and will be monitored for completion/response.
- Areas for improvement and or best practice as well as outstanding recommended actions will be reported monthly to the **Investigation and Crime Standards Board**, to **Force Performance Board** as required by the chair and to **Risk & Assurance Board** (written report) quarterly.
- Escalate incomplete actions to the **Investigation and Crime Standards Board** for response.
- Have oversight of training resources used in force to support NCRS/HOCR requirements.
- Act as final arbiter in the audit and assurance process, the interpretation of the counting rules and assigning outcomes.
- Ensure prompt and adequate circulation of changes to the Home Office Counting Rules and provide advice and support.
- Manage and process requests to cancel rape and attempted rape offences and validate records where the required criteria have been met.
- Review all reported rape incidents and validate the record with the appropriate N100 classification.
- Have regular contact with other FCIR's through regional and national structures with the remit to consistently maintain NCRS/HOCR standards between forces.
- Gain professional accreditation from the College of Policing by passing the national training course within 12 months of appointment and thereafter undertake a maintenance programme.

First Line Supervision

- Ensure that teams are compliant with the NCRS and HOCR in line with the Code of Ethics – ethical policing principles.
- Ensure the effective delivery of messages in relation to NCRS and HOCR compliance provided by the Force Crime and Incident Registrar's (FCIR) office.



- Manage performance of team in aspects of non-compliance, providing feedback and support to staff where areas of improvement are identified.
- Review all crimes assigned to their officers and complete a Supervisor OEL template to recommend the appropriate crime outcome.

FCR Supervision

- Ensure that teams are compliant with NCRS and HOCR in line with the Code of Ethics – ethical policing principles.
- Monitor, as part of call handling the compliance of recorded incidents and crimes. Manage the performance of their teams in aspects of non-compliance, providing feedback and identifying training requirements.
- Ensure the effective delivery of messages in relation to NCRS and HOCR compliance provided by the Force Crime and Incident Registrar's (FCIR) office.
- Provide feedback to the FCIR on the completion of briefings and any amendments to records identified as being non-compliant as a result of quality assurance work undertaken.

Dedicated Decision Maker - Detective Inspector & Inspector rank or above

- Ensure the standards set out in the HOCR are applied and to ensure that decisions are fully auditable by submitting an Occurrence Enquiry Log (OEL) update on the Niche occurrence.
- Where a rape or attempted rape case is to be considered for cancellation by the FCIR/DCIR, ensure that the full rationale for the recommendation is recorded and endorsed on the OEL.
- Review and endorse high-risk cases of Domestic Abuse where the suggested outcome is Outcome 15 or Outcome 16.

Crime Commanders

- Ensure that teams are compliant with the NCRS and HOCR in line with the Code of Ethics – ethical policing principles.
- Manage the performance of staff in aspects of non-compliance.
- Ensure the effective delivery of messages in relation to NCRS and HOCR compliance provided by the Force Crime and Incident Registrar's (FCIR) office.
- Provide feedback to the FCIR on the completion of briefings and any amendments to records identified as being non-compliant as a result of quality assurance work carried out e.g. NCRS audits carried out as per the requirements of the DQAM.

Business Insight

- Submission of NCRS and HOCR statistical data to the Home Office in line with the Annual Data Requirements.



Chief Officer – Deputy Chief Constable

- Overall responsibility for the Forces compliance with the NCRS and HOCR.
- Ensure on an ongoing basis that the force position on crime recording is clearly articulated throughout the organisation, and that the service and personal implications of such an approach are understood.

Governance:

Investigation & Crime Standards Board.

Force Performance Board, by exception/invitation.

Risk & Assurance Board, quarterly.

Definition of Special Terms

NCRS	National Crime Recording Standards
CMU	Crime Management Unit
CRDMP	Crime Recording Decision Making Process
DDM	Designated Decision Maker
FCIR	Force Crime and Incident Registrar
DCIR	Deputy Crime and Incident Registrar
CROM	Crime Recording & Occurrence Management
NSIR	National Standards for Incident Recording
DQAM	Data Quality Assurance Manual
HOCR	Home Office Counting Rules
PCSO	Police Community Support Officer
APP	Authorised Professional Practice
CPS	Crown Prosecution Service