

Lincolnshire Police

Policy Document



Crime and outcomes recording policy PD 91

Policy document information

Reference number:	PD 91
Policy sponsor:	DCC
Policy owner:	Force Crime and Incident Registrar
Author:	Force Crime and Incident Registrar
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Version history

Version	Date	Reason for issue
8	Sept 2023	Biennial Review
9	Sept 2025	Biennial Review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)

- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This policy has been checked against APP and Lincolnshire Police has adopted the provisions of APP as its policy. The provision of APP is that the National Crime Recording Standard describes how the force should act, and the College of Policing holds the register or accredited force crime registrars.

1. Policy aims (Purpose)

- 1.1. To ensure that the recording of notifiable crimes and associated outcomes meets the mandatory requirements of the National Crime Recording Standard and associated Home Office Counting Rules for Recorded Crime.

2. Policy statement (Key information)

2.1. General Principles of the Policy

- 2.1.1. All information about notifiable crimes coming, through any route, to the notice of the Force should be recorded in accordance with the principles of the current National Crime Recording Standard (NCRS) and associated Home Office Counting Rules (HOCR) for Recorded Crime.
- 2.1.2. The Deputy Chief Constable will have responsibility for the quality of notifiable crime and outcomes recorded within the Force.
- 2.1.3. A Chief Officer Team nominated Chief Superintendent, usually the Head of Crime Command, will be regarded as 'Force Champion' for ensuring that crimes and outcomes are recorded in accordance with NCRS/HOCR.

- 2.1.4. The Force will appoint a Force Crime and Incident Registrar (FCIR) along with a deputy who will both be properly accredited by the College of Policing. These appointees will, on behalf of the Deputy Chief Constable, ensure this policy is implemented and its aims achieved.
- 2.1.6. The Deputy Chief Constable, or their delegated Chief Officer team representative, will hold regular confidential 1-2-1 meetings with the FCIR. This will be noted and will form a regular brief of notes of concern and interest which will aid the strategic and tactical direction of the force.
- 2.1.7. The Deputy Chief Constable will chair a regular Force Operational Performance Board meeting, and a Force Crime and Victims board. Under the relevant agenda items will be noted to be discussed, and where applicable to make decisions on, the forces strategy for attaining the best compliance it can to Crime Data Integrity.

The Chief Superintendent of the Crime Command will be responsible for ensuring a Crime Standards Board is held regularly, at which the tactical nature of tackling CDI issues will be recommended and decisions made, which will be reported to the Force Operational Performance Board or the Force Crime and Victims board as appropriate.

Between them these boards will be informed by the FCIR and any other relevant stakeholders. They will have an understanding of what would constitute an “outstanding” grading of the force’s crime and data integrity. They will have oversight of, (but not limited to):

- Audit – Scope and resourcing
- Understanding Compliance
- Authorising major changes to Policies and working practices
- Authorising forward action plans
- Reports on the general force issues concerning crime recording.

- 2.1.8. The FCIR will act as final arbiter on any matter concerning the recording or disposal of crime under the provisions of this policy.
- 2.1.9. The FCIR shall ensure that detailed guidance regarding the processes and systems of work that will result in compliance with this policy are available

to all staff. Guidance in other formats should be produced when appropriate. Where specific training is required the Force Crime and Incident Registrar will ensure this is developed and delivered by appropriate means.

- 2.1.10. A programme of force-wide audit of NCRS and HOCR compliance relating to the recording, reclassification and cancellation of crime will be developed annually by the FCIR, approved by the Chief Officer noted in 2.1.6. That Chief Officer will be responsible for the provision of resource to complete the audit programme.

The programme may involve central and departmental audits requiring resourcing by those departments. The results will provide an indication of the accuracy of crime data and levels of compliance with HOCR. The results will be reported to the Force Performance Unit Manager for onward contextualisation of the confidence in data. These results will also be reported by exception to the Crime Standards Improvement Meeting (CSIM), Performance boards and Chief Officer noted in 2.1.6. and then on to the Police and Crime Commissioner if serious issues of concern arise.

- 2.1.11 The Chief Superintendent of the Crime Command will be responsible for the compliance of outcomes being applied to crime records, as they represent to investigative conclusion to crime records. This will include audit, and guidance provision, and reporting through the CSIM to the Performance boards.

The FCIR will advise the C/Supt of any changes in requirement from NCRS and what implications and interpretations such changes may have.

- 2.1.12. Officers taking decisions, or recording actions, which are requirements of the HOCR shall record the decision or action in an auditable format within the relevant computerised crime record or linked incident record, paper crime file relating to the recorded crime, or other document retained with the crime file.

- 2.1.13. The force shall record crime using systems capable of recording crime records in accordance with the HOCR and NCRS and providing data to the

Home Office Data Hub (HODH), thereby producing the data required by the Annual Data Requirement for Police Forces in England and Wales.

- 2.1.14. The manager of the Crime Management Bureau, shall be responsible for authorising which staff within the Crime Management Bureau may record details of crimes and classification onto the computerised crime recording system. Crime Recording and the updating of crime records on this system shall only be undertaken by authorised staff.
- 2.1.15. The FCIR shall authorise the appropriate staff to reclassify and cancel crimes.
- 2.1.16. The Force will be open to external inspection and evaluation of its compliance with the HOCR and NCRS and will commit resources to support such inspection when necessary.

3. Other related documents and appendices

- 3.1. NCRS <https://www.gov.uk/government/publications/the-national-standard-for-incident-recording-nsir-counting-rules>

4. Monitoring and review

- 4.1 The FCIR shall, from time to time, review and amend this policy as NCRS changes or force arrangements require, in any case such review will occur before 2 years of the last one.

5. Who to contact about this policy

- 5.1. This policy is owned by the Force Crime and Incident Registrar, Strategic Development.
- 5.2. Any enquires about this policy should be directed to the Force Crime and Incident Registrar, Strategic Development, Force HQ