



Report to: **Audit & Risk Assurance Committee**
Agenda item: **13**
Date: **30 May 2014**
Subject: **Non-notifiable Crime Recording Process**
Sponsor: **T/Deputy Chief Constable**
For: **Information**

1. PURPOSE OF PAPER

1.1 To provide the British Transport Police Authority Audit and Risk Assurance Committee with an overview of the current non-notifiable crime recording process and to inform the Board of the new process that is being adopted for recording non-notifiable offences.

2. BACKGROUND

2.1 British Transport Police (BTP) has reviewed the non-notifiable crime recording process and what the implications would be if these were only recorded on the NSPIS Command & Control (C&C) system.

2.2 In 2012/13 BTP recorded 38,300 non-notifiable offences on the CRIME system. Between 1 April and 31 December 2013 BTP recorded 30,989 non-notifiable offences; an increase of 2,500 offences (9.8%) over the same period in 2012.

2.3 The current process entails a call to the First Contact Centre who creates an incident. The call is then passed to the Crime Recording Centre, who generates a minimum of three records on CRIME: a crime report, Person Record and Arrest Wanted record. For the 2013/14 financial year, the rate of recording for BTP non-notifiable offences on CRIME exceeded 100,000 records.

2.4 BTP is the only force that records non-notifiable offences; this is at odds with Home Office forces. The Home Office Counting Rules do not apply to non-notifiable offences; it is up to BTP in relation to how these are processed. It is also contradictory to the

ACPO guidance for Community Resolutions (CRS) which states that warnings for offences dealt with by the CRS process should not be recorded on PNC.

- 2.5 It has been agreed that, from June 2014, BTP will enter non-notifiable offences on the NSPIS Command & Control (C&C) system only via the use of a qualifier that will identify the relevant Train Operating Company (TOC) / Freight Operating Company (FOC) / PSA holder and where the incident occurred.
- 2.6 The Crime Audit Team has worked with Divisions to identify and align all TOCs / FOCs / PSA holders to a station / line and has created a three letter identifier which has been added to C&C. This is searchable via a Business Objects (BOXI) report. Additionally BTP is able to identify whether the incident took place at a station, in a depot, on a train or line-side via C&C.
- 2.7 To ascertain the impact of recording non-notifiable incidents on C&C, commencing on 16 February 2014, the First Contact Centre (FCC) commenced adding the relevant TOC / FOC / PSA holder and location information on C&C, in addition to recording a non-notifiable offence on CRIME. The data from the first week was scrutinised by the BTPA with the Force Crime Registrar and early indications were that the data being recorded was fit for purpose.
- 2.8 During the first week of recording non-notifiable offences on C&C, 46% were converted into CRIME reports. The remainder were Arrest Wanted records which would result in them being captured on the Justice Administration System (JAS), Pentip or PNC, with the exception of approximately 14% which would require capture elsewhere. These are for non-recordable, non-notifiable incidents which immediately resulted in a warning or no further action being taken. Whilst this type of detail is not recorded by any other British police force, it has been agreed that for this group a Person Entry (PE) form will be completed for input into the CRIME system, to ensure no loss of data.



2.9 At present BTP is able to search on the data held in C&C, Pentip or PNC. To enable the data to be extracted from JAS, a universe / BOXI report is being created which will be finalised for reporting in June 2014.

3. FINANCIAL IMPLICATIONS

3.1 The financial implication associated with this proposal relates to the BTPA charging model, which uses data from the CRIME system to work out the proportion of charges for each TOC / FOC based on notifiable and non-notifiable crime. BTP has been in dialogue with the BTPA members and staff and the Authority has indicated it would be content with non-notifiable incidents being recorded on C&C as the data recorded would be more accurate.

3.2 From the BTPA's perspective the crime data elements that are important are the baseline of incidents, location (on train / line-side, etc) and who the operator was as TOCs are charged on how many incidents / crimes have occurred, not what the incident was. All of this information has captured on C&C through the use of qualifiers and as detailed in 2.7 above, BTP is presently recording non-notifiable incidents on C&C as well as CRIME with early indications the data is fit for BTPA's purpose.

3.3 The immediate benefit of not having to record a non-notifiable offence on the CRIME system is the reduction in bureaucracy given the decrease in the number of records that have to be produced. There is also a reduction in the time taken to complete this as it will be the sole responsibility of the FCC.

3.4 Additionally there are a number of financial benefits associated with not recording non-notifiable offences on CRIME. The following is an illustration of non-cashable savings that could be made:

- For the six-month period 1 April and 30 September 2013, BTP recorded 22,358 non-notifiable offences, which generated 30,128 person/arrest records; a total of 53,486 individual reports for the period.



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- Each record takes approximately five minutes to input, which equates to 4,374 hours during the six month period. This equates approximately to three full-time members of staff engaged exclusively in this activity per annum.
 - For each record input on the system there is an abstraction of an officer's time as this entails the officer contacting the CRC by telephone to pass details of the offender, the action taken and outcome. The officer will then be required to update the record as the case progresses on CRIME which will then be monitored by a Supervisor who will be required to close the crime when the investigation is complete.
 - Records are also checked by the CMUs who ensure that the offences have been coded correctly, amend and, in some cases, allocate the offence out to officers for enquiry.
 - The Justice Units are involved in the process by having to update records held on CRIME outside of London. For inside London they advise the CMUs of results in order that CMUs can update CRIME. An estimate of the total non-cashable savings by not recording non-notifiable offences on CRIME is at least £250,000.

4. NEXT STEPS

- 4.1 The Force Executive Board has agreed to cease recording non-notifiable incidents on CRIME and only record them on C&C once the BOXI search on JAS is fully functional. This is expected in June 2014.
- 4.2 The Force will communicate this to all officers and staff via FHQ / Divisional Weekly and cascade messages via officers briefings. Additionally 'train the trainers' training will be undertaken to enable the dissemination of the required information throughout Contact Handling and Crime Management.

5. RECOMMENDATIONS

- 5.1 That members note the content of this report