



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:

OFFICIAL

Crime Management

[Introduction](#)

[Primary Investigation](#)

[Investigation Recording](#)

[Secondary Investigation](#)

[Secondary Investigation – ICMH](#)

[Finalisation of Crime](#)

[Offences Committed in other Police Areas](#)

[Ten Day Rule and Auditing](#)

[Definitions](#)

[Roles and Responsibilities](#)

[Appendix A – Priority and Volume Crime Flowchart](#)

[Appendix B – Proportionate Investigations and CCTV Seizure Guidance](#)

1 Introduction

- 1.1 This procedure provides guidance in relation to crime recording and investigation together with 'proportionate crime investigation' and finalisation.

2 Primary Investigation

- 2.1 The initial contact between victims and witnesses and the Constabulary should be regarded as the start of the investigation. The main options for contacting Suffolk Constabulary to report a crime are:
- 999 call to Contact and Control Room (CCR).
 - 101 call to CCR.
 - Online reporting.
 - Attendance at a Police Station.
- 2.2 This first contact is an opportunity to obtain accurate / relevant information, ascertain whether a crime has been committed and to give reassurance and crime prevention advice to the victim / reporting person.
- 2.3 The CCR follow a '[CCR Call Grading](#)' policy. This is a process by which all calls are detailed on a CAD (Computer Aided Dispatch) record and subjected to a THRIVE (Threat, Harm, Risk, Investigation, Vulnerability, Engagement) assessment. Once assessed the calls will be graded as follows:

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

- Grade A = Go Now; immediate.
- Grade B = Go Now; priority.
- Grade C = Scheduled appointment.
- Grade D = Non-attendance.

2.4 All Grade A and B CADS are allocated to Neighbourhood Response Teams (NRT) or relevant specialist unit.

2.5 The officer attending Grade A and B CADS will obtain details of any reported crimes and record these on ATHENA in line with Home Office Counting Rules (HOCR) and National Crime Recording Standards (NCRS). They will keep the investigation unless reallocated by their supervisor.

2.6 Grade C CADs will be allocated as follows:

- Low level / Volume crime reports to Incident and Crime Management Hub (ICMH) queue.
- Where it is not appropriate to delay service in the ICMH queue, then CAD will be allocated to appropriate SNT team.

2.7 Grade D CADS will be dealt with as follows:

- If there is a crime which needs recording – allocated to the ICMH.
- If there is no requirement for a crime to be recorded – tagged for Safer Neighbourhood Team (SNT) or Central Intelligence Bureau (CIB) and closed (These are for information / intelligence only).

2.8 On a daily basis the ICMH have a member of staff placed in the CCR. The role they perform is to triage all Grade C and D CADs allocated to ICMH. These CADs are triaged as follows:

- Band 1 – Element of Threat, Harm, Risk (THR) is present. Some prompt actions are required.
- Band 2 – No THR present but a level of investigation will be required.
- Band 3 – No investigative options but does require recording.

(Note: This is a triage process and not a secondary THRIVE assessment)

2.9 This triaging is necessary as the volume of CADs flowing into the ICMH is significant. Without a triage process it would be possible for CADs

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:

OFFICIAL

containing an element of THR to be held up in a queue, this could have a negative impact on victims and / or the investigation.

3 Investigation Recording

3.1 The following principles will be adhered to:

- The first contact with the police will be the start of a proportionate service and / or investigative process.
- Crime recording / investigation must be less bureaucratic and more proportionate.
- There should be no deviation from NCRS.
- Low level / volume crime can be resolved with or without recourse to prosecution.

3.2 Staff will be allowed the opportunity to apply their discretion and professional judgement which in real terms will see the implementation of the following:

- Primary finalisation of crimes which have been authorised by their supervisor (screened out);
- Restorative Justice being applied in place of arrest and criminal justice outcomes. This will be quality assured by supervisors and where appropriate a Dedicated Decision Maker (DDM) to ensure a proportionate outcome.

Investigation Free Text

3.3 Authorisation for changes to crime classifications will be recorded on the Athena Decision Log, any changes will be authorised by a DDM within the Investigation Management Unit (IMU).

3.4 All investigation decisions (with rationale) will be recorded on the Athena Enquiry Log.

Investigation Management Unit (IMU)

3.5 Athena investigations can be created by a number of different teams:

- ICMH
- NRT
- SNT

Security Marking:

OFFICIAL

Version:

3.0



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

- Major Investigation Team (MIT)
- CID / Proactive teams
- Safeguarding Investigation Unit (SIU)
- Roads and Armed Policing Team (RAPT)
- Multi Agency Safeguarding Hub (MASH)

3.6 In all cases, once an Athena investigation has been created it will go into the IMU queue. The IMU are responsible for:

- Ensuring the correct crime classification has been used.
- All linking issues.
- Identifying outstanding actions.

3.7 Once the IMU have completed the above, the investigation is returned to the relevant department for 'Secondary Investigation'.

3.8 The ICMH and the IMU have Operational Contingency Plans which must be consulted when circumstances dictate (power outage, natural disaster etc.)

4 Secondary Investigation

4.1 All crimes recorded as a result of attendance at a Grade A or B CAD will be allocated by the recording officers' department. Where appropriate these crimes will be allocated to the relevant specialist department, this will usually follow a professional discussion between supervisors. For example, NRT officer attends a domestic burglary and subsequently records a crime. A discussion between the NRT supervisor and CID supervisor should see the investigation allocated to CID.

4.2 Specialist Units (SIU, CID, MASH, MIT etc.) will follow their own processes in relation to the subsequent allocation / investigation of recorded crime.

4.3 Mandatory Crime (See Table 1) - All mandatory crime will be allocated for investigation to the appropriate specialist department and will be investigated in accordance with their own processes.

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

4.4 The following crimes should always be allocated for secondary investigation due to their serious nature. Crimes that are within the ‘mandatory’ category are under normal circumstances allocated to crime management staff. (Please see section 14 of [Proportionate Investigation Strategy](#))

TABLE 1 – MANDATORY CRIME CLASSIFICATION	
1.	Treason
2.	Murder
3.	Rape
4.	Kidnapping
5.	Hijacking
6.	Drug trafficking
7.	Causing an explosion likely to endanger life or property
8.	Use of a firearm/imitation firearm with intent to commit an indictable offence
9.	Hostage taking
10.	Torture
11.	Section 18 assaults
12.	Arson with intent to endanger life
13.	Blackmail
14.	Perjury
15.	Child neglect
16.	Infant death
17.	Witness intimidation
18.	Burglary dwelling / aggravated burglary / burglary artifice
19.	Robbery
20.	Serious harm to the security of the state or to public order
21.	Serious interference with the administration of justice or with the investigation of offences or a particular offence.
22.	The death of any person
23.	If a crime is allocated for investigation for any of the below factors, consideration should be given to classify as a mandatory crime for the purpose of the crime screening process. Where the crime involves an incident where the effectiveness of the police response is likely to have a significant impact on the confidence of the: a) Victim b) Victims family c) Community

Stalking and Grooming

4.5 Whilst these two offences do not sit in the ‘Mandatory crime’ category they are nevertheless serious offences with the potential to cause serious harm and in the worst case scenario escalate to homicide. To address these high risk offences the following process will occur:

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

- All stalking and grooming investigations will be subject to a supervisory assessment by a Detective Sergeant from CID.
- The assessment will include the review of completed actions and golden hour / fast track response, allocation to the most appropriate team (based upon threat, complexity and severity) and the setting of an investigation plan.
- The presumption will be, due to inherent risk factors that investigative ownership will rest with PIP2 investigators for stalking offences and grooming offences.
- These offences should be highlighted on the 'senior detective return' for purposes of Force Daily Management Meetings (FDMM).
- Respective Detective Sergeants will review investigations prior to finalisation.

5 Secondary Investigation – ICMH

5.1 All crimes recorded within the ICMH are allocated based on its status as a crime and its solvability. It will be allocated for secondary investigation to the most appropriate officer / staff member.

5.2 Primary Finalisation (Screened out crimes) – these are recorded crimes which are low level and there are no proportionate investigative options. The recording officer / staff member will contact the victim and update them with their crime reference number. They will discuss crime prevention (if appropriate) and inform the victim that no further police action will occur. Should further evidence come to light, an investigation can always be re-opened.

5.3 Staff will be guided by the following when considering primary finalisation:

- Minor crimes.
- No positive lines of enquiry.
- No identifiable suspects.
- Can you resolve and offer the customer a realistic resolution?
- Reporting Person (RP) must be informed of reasons (recommended script used).
- RP must be given an Athena investigation ref / SNT details / offered Victim Support Service (VSS).

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

- [Appendix B](#) – Guidance document for Proportionate Investigations and CCTV Seizure.

IF IN ANY DOUBT – DO NOT PRIMARY FINALISE

5.4 Primary Finalisation is **not** an option for a number of Athena investigation headings:

- Domestic Incidents.
- Vulnerable adults.
- Transgender / Sexual Orientation.
- Disability Related.
- Vulnerable Child /Child Protection issues.
- Racist Incidents
- Religious faith.

Solvable Crime other than Mandatory Crime

5.5 Crime with solvability criteria will be allocated for further investigation by police officers or police staff investigators. An investigation plan will be set for each crime by a supervisor taking cognisance of the ‘Proportionate Investigative Strategy’ ([Appendix B](#)).

5.6 If the planned enquiries can be conducted by a ‘desk based’ investigator, then the investigation will remain in the ICMH

5.7 If the planned enquiries require physical contact with the public (Achieving Best Evidence (ABE) interview, Seizing of exhibits, Arrests) the investigation will be allocated to the appropriate SNT.

5.8 It will be common practice for investigations to include a mix of ICMH and SNT activity. For example, ICMH record the crime and complete all desk based enquiries before passing to SNT for completion.

5.9 Applying Solvability Criteria – A crime is likely to be solved if any information is immediately available and can link a suspect to the offence.

- Is there a suspect or person of interest identified?
 These are crimes where a name of the suspect is known, or by conducting relevant lines of enquiry, the identity of the suspect is likely to become

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

apparent. This includes incidents where there is CCTV evidence of previously unidentified suspects.

- Is there evidence that may lead to a suspect or person of interest?

Identifiable Property – The evidence derived from property must link the suspect directly to the crime. This could include: blood stained glass at a crime scene, property left by suspect(s) at the scenes, a vehicle left or positively identified to have been at the location with suspects inside etc.

Identifiable Evidence – The forensic material available must link the suspect to the crimes and includes:

- Offender to scene.
- Offender to victim.
- Offender to other scenes.
- Offender to other offenders.

Intelligence – Is there intelligence (suitably graded) which identifies potential suspects?

Note: Where intelligence checks identify notifiable crimes, an appropriate crime should be recorded in accordance with NCRS.

- Could it be detrimental to the Constabulary or the community?

Failure to investigate these crimes may have a detrimental impact upon Suffolk Constabulary or the community within which the victim lives. Consideration is for repeat victimisation or vulnerability. These crimes will include those that would attract significant media action because of the type of crime or the victim, e.g., damage to a car belonging to a member of the royal family, theft from grave, damage to a community asset.

Crime initiatives

5.10 These will be crimes identified via intelligence / initiatives and tasking and co-ordination meetings. Constabulary initiatives will be authorised at the Force Tactical Tasking and Co-ordination Group (FTTCG) to ensure a consistent approach.

Volume fraud offences

5.11 Volume fraud offences are reported into the Constabulary via two routes:

- ‘Calls for service’ where victims report frauds into the CCR or via online reporting.
- ‘Action Fraud’ (AF) referrals with named Suffolk based suspects.

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:

OFFICIAL

5.12 In both instances these jobs are routed to the ICMH (unless circumstances warrant the immediate attendance of an officer. In that instance, the officer attending will record the crime). The ICMH team will:

- Facilitate checks on Athena and Trading Standards database to assist in identifying potential vulnerable victims.
- Assess potential vulnerability of victims.
- Record offence on Athena if appropriate.
- Submit PIR if appropriate.
- Task visits to vulnerable victims.
- Assess viability of successful investigation.
- Allocate to area CID for investigation, or retain and investigate accordingly.

Cyber Enabled offences

5.13 Cyber enabled offences will be allocated to the SNT Cyber Support Teams where capacity allows.

5.14 In all ICMH investigations the Officer in the Case (OIC) must update Athena with all actions / information.

5.15 It is the responsibility of each ICMH / SNT supervisor to ensure all investigation plans are completed and the victim is kept updated in accordance with their victims' contract.

5.16 One of the principles of good investigations is the notion of investigating 'today's crime today'. Every attempt should be made to ensure that crimes are investigated as soon as possible after the crime has been reported.

5.17 Investigations will be carried out using existing processes and policies. In addition, ALL staff will be responsible for providing reassurance and crime prevention advice. The Victim Code of Practice is statutory guidance, i.e. legally enforceable and aims to improve victims' contact with criminal justice agencies, by providing them with the support and information they need.

5.18 [8 Point Investigation Plan](#) is required on all recorded crimes. This plan is part of the 'Proportionate Investigation Strategy' ([Appendix B](#)). Adherence to the [8 point plan](#) is vital in ensuring effective investigations, correct

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:

OFFICIAL

emphasis on the plan will ensure all subsequent investigation plans are proportionate and victim focused.

5.19 The key to building victim satisfaction is spending time explaining the Victim Contract and specifically ensuring that victims fully understand what is going to happen and when they will next be contacted. Careful thought needs to be given to the frequency of providing updates. Research suggests that the more frequent the updates, the better informed victims feel with higher levels of satisfaction.

6 Finalisation of Crime

6.1 Crimes will be finalised in accordance with Home Office Counting Rules – Section H, outcome codes available at www.GOV.UK.

6.2 Every investigation prior to filing needs be checked by a supervisor to ensure it has been completed correctly by the OIC before accepting the closure request or passing to IMU for review. It is important that supervisors satisfy themselves that investigations have been completed correctly as they may be required to justify their decision making in the future.

6.3 In the event that a decision is made in relation to the investigation (e.g. not to investigate), then this should be fully documented in the ‘Decision log’.

6.4 The outcome types a supervisor can deal with and what remains an IMU/DDM responsibility are as follows

Outcome Type	No.	Authorisation to File
Charged	1	Supervisor
Charge/Summons – Alternative Offence	1a	DDM
Youth Caution	2	Supervisor
Youth Caution – Alternative Offence	2a	DDM
Adult Caution	3	Supervisor
Adult Caution – Alternative Offence	3a	DDM
Taken into Consideration (TIC)	4	DDM
Offender has died	5	Supervisor
Penalty notice	6	Supervisor
Warning – Cannabis possession	7	Supervisor
Community resolution	8	Supervisor
Prosecution not in public interest (CPS)	9	IMU
Formal action not in public interest (Police)	10	IMU
Prosecution prevented – under age of criminal responsibility	11	Supervisor

Security Marking:

OFFICIAL

Version:

3.0



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

Prosecution prevented – suspect too ill	12	Supervisor
Prosecution prevented – victim or witness too ill	13	Supervisor
Evidential difficulties – Suspect not identified	14	IMU
Evidential difficulties – Victim supports	15	IMU
Evidential difficulties – Victim does not support	16	IMU
Prosecution time limit expires	17	IMU
Investigation complete – No suspect and NFLOE	18	Supervisor
Fraud	19	NFIB use only
Other Agency	20	IMU
NFA – Prosecution not in the public interest – Suspect identified (Disbarring potential)	21	DDM

(Note: Following additional Supervisor training, all current IMU outcomes will become Supervisor outcomes after May 2018. This will result in Supervisors being able to finalise a majority of their officer’s investigations except those requiring DDM endorsement)

- 6.5 Every investigation dealt with by any other means than a community resolution, restorative justice, cannabis warning must have a case created on Athena to ensure that the type of disposal is recorded on PNC. No Case = No PNC.
- 6.6 IMU Athena team will be responsible for ensuring that the appropriately authorised check sheet is attached before filing any Out of Court disposal.
- 6.7 The following nine checkpoints should be undertaken to satisfy that the investigation is suitable for finalisation:

1	Ensure that HOCR are adhered to
2	Check the ‘select task’ tab and deal with any that need actioning
3	Check the ‘enquiry log’ to ensure it contains a full and comprehensive update summing up the situation with the investigating and indicating the reason for filing
4	Ensure that there is an entry indicating that the victim & witness have been fully updated and that the investigation is being filed
5	Check the ‘actions tab’ and ensure that all actions have been completed and updated. There must be no ‘outstanding’ actions at point of filing an investigation

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

6	Review the ' <i>classifications tab</i> ' and add in all applicable keywords and classifications you feel are missing
7	Check the ' <i>document management section</i> ' of the investigation to make sure any necessary / required documentation has been uploaded e.g. CR form, CR checklist, signed PIN etc.
8	If the investigation is being requested to be filed as 'No Crime' then ensure the 'No Crime Request' question set has been completed
9	If there is a suspect listed ensure that the 'suspect' status has been updated to reflect their current status

- 6.8 Correct outcomes must be applied in line with National Crime Recording Standards.
- 6.9 Specific posts and nominated IMU staff are authorised as DDM by the Deputy Chief Constable allowing them to review, reclassify or cancel crimes where required.
- 6.10 Checklists for out of court disposals must be completed and must document that the victim has been consulted and advised of the outcome.
- 6.11 Supervisors are responsible for ensuring that the appropriate 'keywords' have been completed (i.e. child sexual abuse, domestic abuse etc.).
- 6.12 Where it becomes apparent during an investigation that a victim is suspected of being an illegal immigrant, the officer in the case must inform Immigration Enforcement, whilst ensuring they are still treated as a victim. The NPCC have agreed that the police will share such information with Immigration Enforcement, but will not take any enforcement action in relation to any suspected immigration breaches.

7 Offences committed in other police areas

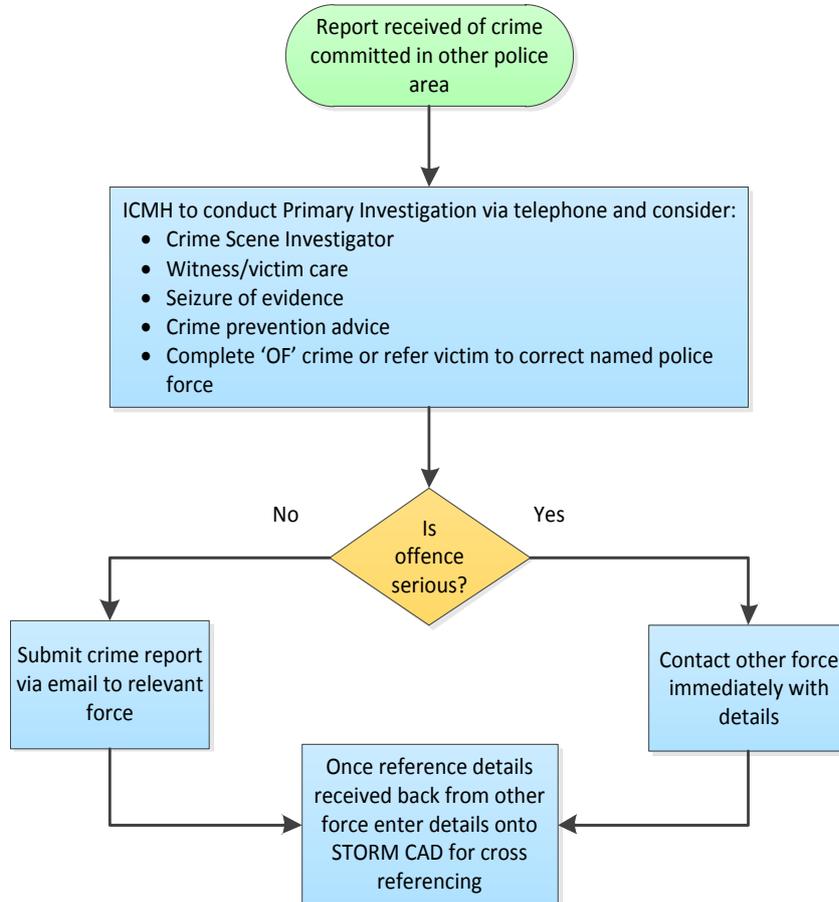
Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------



Note: There is an arrangement with regional forces using STORM that an immediate transfer (and acceptance) of a CAD for operational purposes will satisfy the recording process and negate the requirement to create a crime (excludes Rape / N100)

8 Ten Day Rule and Auditing

- 8.1 In all investigations cognisance should be taken of the ‘Suspect Management –Ten day rule’
- 8.2 Prompt and effective management of suspects is critical to our being able to achieve the highest levels of confidence and satisfaction amongst victims of crime and the wider public.
- 8.3 Early identification of suspects and prioritisation of positive action, based on a dynamic assessment of threat, risk and harm (National Decision Making model), maximises our opportunities to achieve positive outcomes,

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

prevent further offending and make a significant difference to reducing demand.

- 8.4 Recognising the importance of suspect management, the following directive applies forthwith.
- 8.5 **Where a suspect is known, then positive action should be taken within ten days of them being identified as a suspect.** Action should be prioritised where it is assessed that the suspect poses a serious risk to the safety of others, is likely to commit further offences (repeat offender) and/or destroy, conceal evidence. PNC and Athena person checks should routinely be made to inform our decision making and prioritisation process.
- 8.6 **If further enquires are needed that will take an investigation beyond the ten day rule, the officer in the case (OIC) is required to formally request the authority of their supervisor and update Athena with a suitable rationale.**
- 8.7 If the OIC goes on leave or is absent for an extended period, supervisors will ensure that responsibility for dealing with suspects is re-allocated to a suitable colleague.
- 8.8 Supervisors have a responsibility to know their officers' workloads and provide relentless follow up on crimes for which identifiable suspects are outstanding.
- 8.9 **Consideration should always be given to arresting suspects in accordance with Code G of PACE, to secure a prompt and effective investigation.** Similar consideration should be given to considering the necessity for enforceable bail conditions or remands in custody to prevent future offending.
- 8.10 An auditing regime is in place whereby all Chief Inspectors and Inspectors are required to conduct monthly audits on selected crime categories. This process will include identification of positive / negative investigation issues and ensure feedback is given to the investigator and their supervisor(s).

9 Definitions

Media Interest	Any reported offence that is likely to attract significant media activity for the victim or police.
Detrimental Impact	Where failure to investigate a crime may have a detrimental impact upon the Suffolk Constabulary.
Additional "Special"	The factors below may lead to the allocation for investigation

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

Factors”	<p>of some crimes regardless of their classification:</p> <ul style="list-style-type: none"> Evidence of victimisation Repeat victim Vulnerable victim Offence is linked to a crime that is being investigated Property stolen is hazardous. A weapon was used during the commission of the offence. The offence was in or against a significant public building or utility. The offence was against someone serving the public e.g. police officer, nurse, prison officer. There is a marked difference between the actual or mental ages of the suspect and victim. If there is any element of corruption.
National Crime Recording Standards (NCRS)	<p>The three basic principles of NCRS are:</p> <ol style="list-style-type: none"> All reports of incidents, whether from victims, witnesses or third parties and whether crime related or not, will result in the registration of an incident report by the police. Following the initial registration, an incident will be recorded as a crime (notifiable offence) if, on the balance of probability: <ul style="list-style-type: none"> The circumstances report amount to a crime defined by law and the Home Office Counting Rules and There is no <i>immediate</i> credible evidence to the contrary. Once recorded, a crime would remain recorded unless there was Additional Verifiable Information (AVI) to disprove that a crime had occurred. <p>See following for more information: NCRS.</p>
National Standard for Incident Recording (NSIR)	<p>To ensure that all appropriate incidents be they crime or non-crime, are recorded by Police in a consistent and accurate manner, allowing the resulting data to be used at a local and national level.</p>
Notifiable Crimes	<p>For guidance as to whether an offence is recordable on Athena, Look-up tables are available within the system: PNLD also identifies crime classifications.</p>
Home Office Counting Rules (HOCR)	<p>The Home Office Counting Rules for Recorded Crime, are available via the Intranet, and details whether and when a crime should be recorded. (See JPAD Departmental site Crime Registrar Team.)</p> <p>Recorded crimes are notifiable to the Home Office.</p> <p>The Rules also detail what outcome should be attributed to a</p>

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

	<p>crime, and also when a crime can be recorded as “crime cancellation”.</p> <p>It is the responsibility of the Investigating Officer to ensure that all crimes have the appropriate outcome appended.</p> <p>The HOCR is the definitive policy document for the recording and disposal of crime. It is the responsibility of all staff to be fully conversant and compliant with this policy.</p>
Fingerprint and DNA Identifications	The Fingerprint and DNA Identifications policy details the process and priority given to investigations subject to such suspect identifications.
Outcomes	<p>It is the responsibility of the Investigating Officer to ensure that all outcomes are recorded accurately on Athena.</p> <p>Section H of the HOCR can be found using this link.</p> <p>Counting rules for recorded crime - Publications - GOV.UK</p> <p>It details when a crime can be resolved using an appropriate "outcome".</p>

10 Roles and Responsibilities

Force Crime Registrar	<p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring compliance with the NCRS • Acting as final arbiter for all crime recording and outcome issues in accordance with the HOCR. • Producing an audit plan and undertaking such audits as are nationally recommended • Undertaking thematic audits.
Athena IMU team / DDM	<p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring classification is correct • Checking the accuracy of supplied data on crime reports • Ensuring fields relevant to accuracy of performance data are completed e.g. violent crime locations, crime indicators. • Ensuring a high standard of customer service • Ensuring that all crimes have been correctly identified

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

ICMH / NST Investigating officer.	Responsible for: <ul style="list-style-type: none"> • Accurately recording volume crime offences • Deciding whether further investigations are required on a case by case basis • If further investigation is required , conducting a professional and proportionate investigation • Ensure all relevant information is recorded accurately and in a timely manner on Athena • Ensure adherence to Victims Code of Practice and the Policing Pledge by ensuring that all victims and witness contact is recorded on Athena.
--	--

Department:	County Policing Command
See Also:	<ul style="list-style-type: none"> • ACPO (2009) Practice Advice on the Management of Priority and Volume Crime (The Volume Crime Management Model), Second Edition • Criminal Procedure and Investigations Act 1996 CPIA • CCR Call Grading Policy • IMU policy for allocation of investigations • IMU Supervisor Investigation Finalisation document • Victim Code of Practice • Norfolk Constabulary – Investigation policy

Authorised By:	CPC Commander
JNCC Approved:	27.03.18
Author:	DCI S&I – ICMH
Next Review Date:	August 2023
Date Reviewed:	August 2019
Date Created:	04 June 2014
APP Checked:	August 2019
COP Code of Ethics:	August 2019

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----

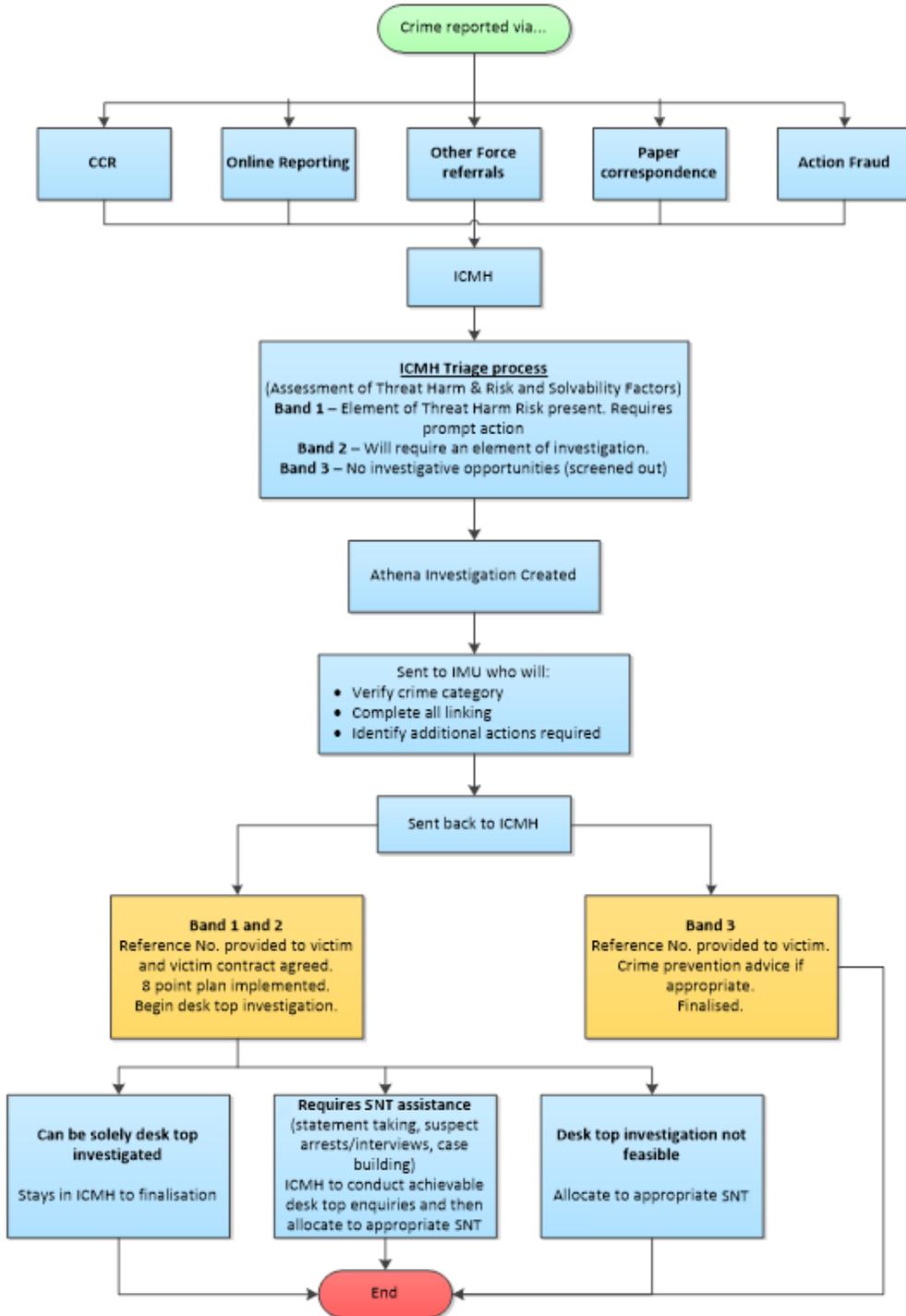


Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

Appendix A – Priority and Volume Crime Flowchart



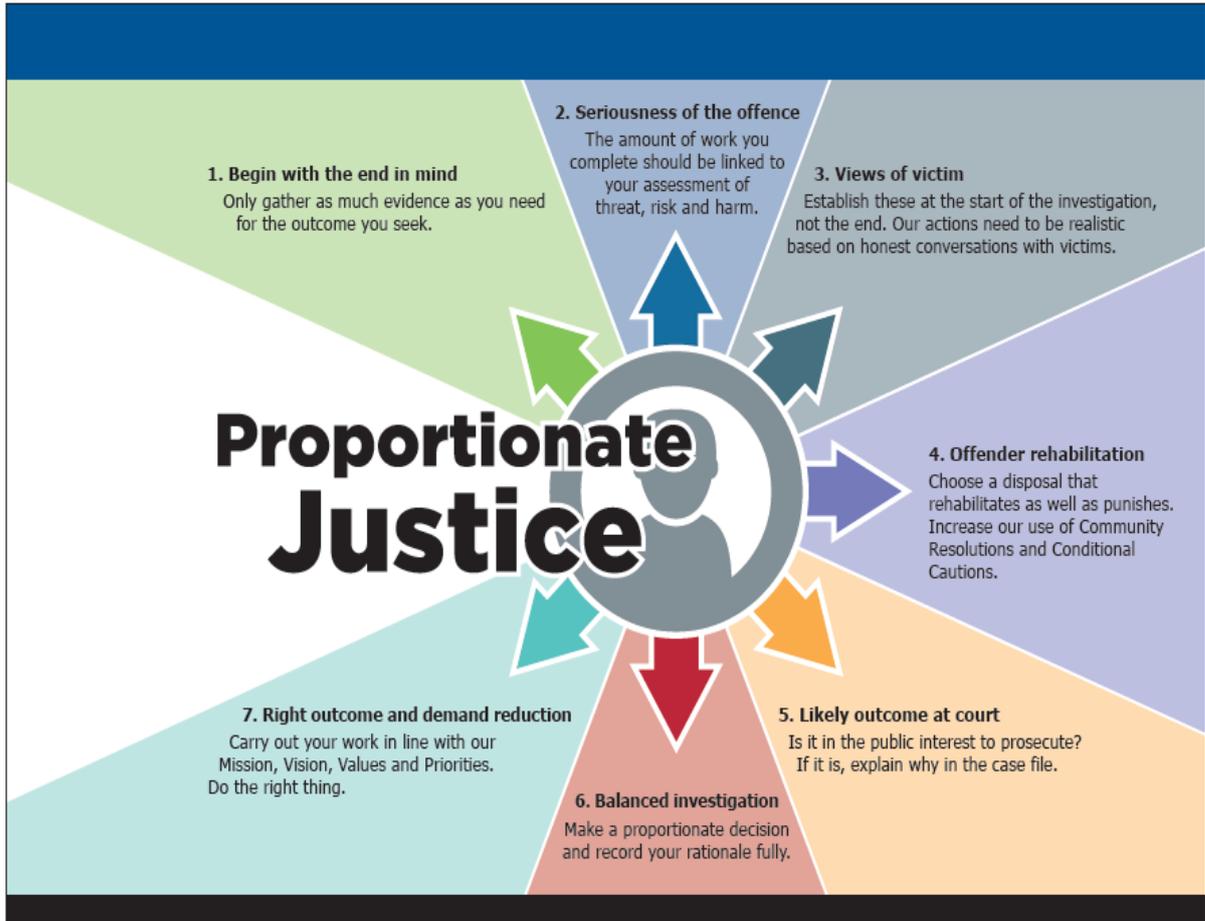
Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Security Marking:	OFFICIAL
-------------------	----------

Appendix B – Proportionate Investigations and CCTV Seizure Guidance

A guidance document for staff in relation to the Proportionate Investigation of Priority and Volume Crime Investigations, and volume crime CCTV seizure



Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

Index

[Aim](#)

[Why is this Approach to Priority and Volume Crime Investigations Needed?](#)

[What are Priority and Volume Crime Investigations?](#)

[Initial Reporting Person / Complainant / Witness \(RCW\) Contact](#)

[What is a Proportionate Investigation?](#)

[The 8 Point Plan](#)

[CCTV Proportionate Approach](#)

[Named Offenders](#)

[Outcome 21 Summary](#)

[Auditable Decision Making](#)

[Examples of Proportionate Investigations](#)

[CCTV Guidance for Volume and Low Risk Investigations](#)

[CCTV Flowchart](#)

[Serious and Complex Investigations](#)

1 Aim

- 1.1 The key aim of this document is to provide guidance to staff and compliment professional judgement. The level of service provided for priority and volume crimes should be appropriate to the allegation that has been made, and the outcome that is sought. This guidance articulates the decision making processes that need to take place in relation to investigations, and includes some worked examples.
- 1.2 Staff should use their professional judgement to identify the level of service that is proportionate to the investigation, and this includes identifying when a case is not proportionate to investigate, or when an appropriate amount of work has been put into an investigation, and it becomes no longer proportionate to continue.

2 Why is this Approach to Priority and Volume Crime Investigations Needed?

- 2.1 The police service is publicly funded and as such deployment of resources should be justified and proportionate, ensuring:
 - Money is not wasted by spending officer time and other resources investigating crimes where there is very little chance of a positive outcome.

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

- Appropriate funds remain available to channel into those investigations that require it, and
- Public expectations are shaped and met.

3 What are Priority and Volume Crime Investigations?

3.1 An investigation is: *“The action of examining, studying or enquiring into something or someone and evaluating material through a considered systematic approach.”* (Ref PIP Policy 2015 Version 2).

3.2 Most investigations will fall into three main categories:

- Priority and Volume Investigations.
- Serious and Complex investigations.
- Major Investigations.

3.3 The NPIA Management of Priority and Volume Crime (2009) describes priority and volume crime as: *“Any crime which, through its sheer volume, has a significant impact on the community and the ability of the local police to tackle it.”*

3.4 The list below details the offences that are likely to fit within the Priority and Volume category:

Priority and Volume investigations
Arson
Basic Firearms Offences
Burglary Non-Dwelling
Communication Act Offences
Criminal Damage
Dog offences
Going equipped
Handling Stolen Goods
Harassment
Low Level Cyber Offences
Low level Fraud
Making Off Without Payment
Sexual Assault (not against children)
Street Robbery/ Theft & Assault
Taking without consent (TWOC) – including aggravating offences
Theft from person / employee / vehicle

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

Theft of motor vehicle

(Note: this list is not exhaustive)

4 Initial Reporting Person / Complainant / Witness (RCW) contact

- 4.1 The initial contact between victims or witnesses with the police service should be regarded as the start of an investigation process, and all points within the [8 point crime investigation plan](#) should be considered at this stage. Particular focus should be given to making a detailed assessment of the victim’s needs, and ensuring a professional response is provided.
- 4.2 This initial contact is an opportunity to obtain accurate and relevant information, collect evidence, ascertain if a crime has occurred and give reassurance and guidance to the caller, providing a good quality of service. Getting it right first time can prevent the need for subsequent contact.
- 4.3 Every report of a crime should receive a minimum level of investigation at the outset to ensure an informed and accurate decision is made to determine the initial response.
- 4.4 The majority of calls will be resolved either at the first point of contact or by a single transfer to an appropriate resource.
- 4.5 Dealing with this initial contact from the RCW in a methodical and thorough manner, will minimise the number of investigations that are allocated for further investigation on the assumption that there MIGHT be a line of enquiry, e.g. after viewing CCTV, or to cover deficiencies in the initial or primary investigations.
- 4.6 During initial contact, intelligence gathering opportunities should also be considered.

5 What is a Proportionate Investigation?

- 5.1 Any crime has the potential to have a significant effect on the victim; referrals to victim support services should always be considered.
- 5.2 A proportionate investigation is one where the resources used to investigate the viable lines of enquiries are relative to the seriousness (crime category / community impact / value) and solvability of the investigation.
- 5.3 A crime is likely to be solved if any of the following solvability factors are immediately available and link the suspect to the offence:

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:

OFFICIAL

- Named Suspect.
- Identification evidence.
- Forensic Evidence/Intelligence.
- Identifiable property.
- Intelligence.
- Linked series.

(Conversely, if very few or none of the above are present, the likelihood of solving a crime is so small, that it may be appropriate to finalise it at first point of contact.)

- 5.4 A viable line of enquiry is an identified action / tactical option that could be completed and may increase the likelihood of identifying solvability factors.
- 5.5 If a crime or incident has a proportionate and viable line of enquiry then it should be allocated, either to a desk based investigator, or assigned to an officer for attendance. This approach helps to focus resources on solvable crimes.
- 5.6 For example, in an armed robbery case, if all of the above solvability aspects were missing it would still be wholly proportionate to commit significant resources to seek out these solvability factors and material so as to maximise the likelihood of apprehending the offender. It would not be proportionate if all of the solvability factors were missing and the crime was the theft of a plant pot.

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

The 8 Point Plan



Crime Investigation **8** Point Plan

The information and evidence gathered at the start of an investigation is critical to the outcome. Record it on the Enquiry Log using the 8 headings

1	<u>Victim</u>	<ul style="list-style-type: none"> Is your victim Vulnerable / Intimidated / Repeat victim? Evidence capture – Is a MG11 or ABE appropriate? Comply with the Victim Code of Practice. Agree how the victim will be kept informed and keep to it. Offer a Victim Support referral and consider a VPS Have you identified and recorded all crimes?
2	<u>Suspect</u>	<ul style="list-style-type: none"> Is the suspect known / named? If not, record the first description Are they a suspect for another live investigation? Take prompt action to prevent re-offending and secure evidence Is it a summary only offence? Be aware of 6 month time limit Is a handover is required? CIU Handover guidance here
3	<u>Scene</u>	<ul style="list-style-type: none"> Have you identified the scene(s)? Consider CSI attendance
4	<u>Witnesses</u>	<ul style="list-style-type: none"> Who witnessed the incident? What did they see? Is it necessary and proportionate to take a statement? How can witnesses be identified in this investigation? Are police officer witness statements required?
5	<u>CCTV</u>	<ul style="list-style-type: none"> Identify and seize CCTV covering the incident Record what you have seized and where it is Record what CCTV enquiries are outstanding
6	<u>House to house</u>	<ul style="list-style-type: none"> Is H2H required? Will it help prove or disprove the case or help identify the offender? Consider what information you are going to provide about the offence when conducting H2H Clearly record response from the premises visited and record what premises are still outstanding
7	<u>Other evidence</u>	<ul style="list-style-type: none"> Is there any BWV evidence? Is it downloaded and marked as evidence? What does it show? Is stolen property recorded correctly? Is it identifiable? Are ANPR or NMPR checks relevant? Is a PIR required? Have you reviewed the 999 call? Document and photograph injuries/ any damage Record the time of offence to assist with linked crime analysis
8	<u>Supervisor</u>	<ul style="list-style-type: none"> PC – Inform your supervisor a new investigation requires review Sergeant - Create a proportionate investigation plan Complete reviews in line with your Departmental policy and record this on the Review Tab Are we providing a good victim and public service? What is the Victims desired outcome?

5.7 For every crime investigation each of the above points needs to be considered and actioned if proportionate and viable to do so.

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

5.8 Working through each point in turn, applying the question, “What is the likelihood of a positive justice outcome?” should help decide whether action should be taken or whether the crime should be finalised.

6 CCTV Proportionate Approach

6.1 Identifying, viewing, and seizing CCTV is a time consuming task, and where possible the onus should be placed on RCWs to review their own footage and send it to police. Careful consideration should be given at the commencement of an investigation to establish the potential usefulness of CCTV.

6.2 The approach to CCTV seizure for priority and volume crime investigations is detailed at sections 12 – 15 in this appendix.

7 Named Offenders

7.1 If a crime is reported and there is a named offender, where the victim supports a prosecution, we WILL investigate the crime **proportionately** to work towards reaching a positive justice outcome; crimes with named offenders should never be finalised automatically based on them being low level crimes.

8 Outcome 21 Summary

8.1 There will be occasions when home office outcome type 21 should be utilised when all aspects are met:

There must be a named suspect in the case and the requirements of the Victim’s Code must be met. The Enquiry Log must contain a rationale to support the decision making and must have evidence of supervisory review in an auditable form.

8.2 We will apply the following criteria to this outcome:

The original concept of this new outcome type from the Home Office was to identify cases (such as those involving “sexting” by young people) where at an early stage it was considered appropriate not to progress a criminal investigation and instead to put safeguarding at the forefront. In parallel to provide a means to identify those cases where any subsequent disclosure should be considered an exception.

8.3 Outcome 21 is also used operationally as an indication to Disclosure and Barring staff that care should be taken before routinely disclosing the

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

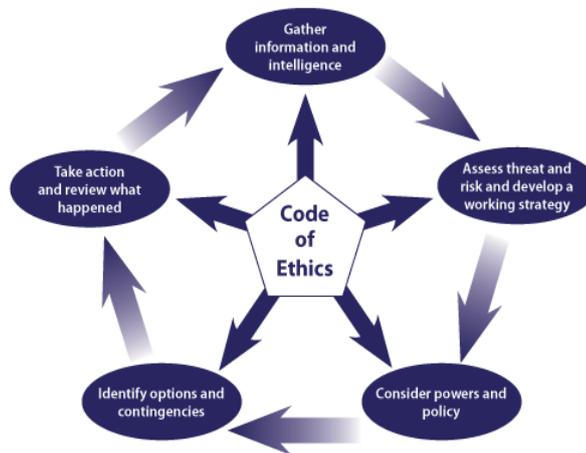
information. It will not therefore, normally be appropriate in relation to ‘serious’ offences such as domestic abuse, hate crime, child abuse or any indictable only matter; nor to any offence, e.g. dishonesty, where the nature of the offending may be relevant to future employment with children and / or vulnerable adults.

9 Auditable Decision Making

9.1 Auditable decision making means:

- Making decisions in a timely and appropriate way based on the intelligence and information.
- Recording what has been done and why it was necessary.
- The reasons for taking (or not taking) particular investigative actions and what the outcome was.
- Providing an audit trail that can be followed in the event of review, scrutiny or new material coming to light.

9.2 Use the National Decision Making Model (NDMM) – to ensure **the decision** that was made at **that time** whilst we knew **that detail**, will stand up to future scrutiny.



9.3 Staff recording their decision making rationale based around this system, coupled with professional judgement, will always be supported – if there is any doubt then the decision should be referred to a supervisor.

10 Examples of Proportionate Investigations

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:

OFFICIAL

Example 1

Theft of an insecure pedal cycle from a front garden overnight.

Only details known are brand of cycle and colour, approximate value £50. Victim has not reported any previous crimes and has no identified vulnerabilities.

RCW reports they left their pedal cycle on their front garden on a housing estate overnight and discovered it had been stolen at 0900hrs.

VICTIM NEEDS – Always follow the victim’s code and consider vulnerability factors as per point one on the [‘8 point investigation plan’](#).

CSI – The article has been stolen so there is no CSI examination to be done on the stolen property. CSI could be requested to attend and examine any footprints in the mud in the garden, but due to the open nature of the scene there is no way of establishing if any footprints are those of the offender, and without a suspect with shoes to match to the prints this would be an expensive tactic unlikely to lead to a positive outcome – **CSI not proportionate in these circumstances**

MG11 – We could secure an MG11, even a telephone MG11, but without the property and an offender, this wouldn’t be needed at this stage. An MG11 would basically say that they own the cycle, left it on the garden, then came back and found it to be missing, so an MG11 could be secured months later if needed – **MG11 not proportionate at this stage**

H2H (House to House) – The purpose of this is to locate key witnesses. We could task out H2H to be completed in the general area. What we would be looking for is a person who witnessed the offender stealing the cycle, and could make a positive identification in future (R v Turnbull covered). This is unlikely as the crime was overnight and would have taken only moments to commit, but also for the witness to be that good, they would more than likely have called police to report what they had seen anyway.

H2H is a very resource intensive process and in this instance is unlikely to cultivate a key witness; however the RCW should be encouraged to speak to their neighbours themselves – **H2H by officers / staff not proportionate in these circumstances**

CCTV – If the RCW owns a CCTV system at the house, then they should review it and send us the images of any offenders. Due to the time span of the offences taking place, hours of darkness, relative low value, police officers/staff should not be deployed to speculatively search for other properties with footage – **only victim owned CCTV would be proportionate in these circumstances to recover**

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

MEDIA – A media release could be done, but in this instance it would be appealing for witnesses who saw someone steal a blue bike in this street overnight. This may cultivate a key witness, but the media have to scrutinise what they publish, and would likely want to publish details of crimes with more solvability likelihood – **Media release not proportionate in these circumstances**

OTHER EVIDENCE – There is limited other evidence to search for in relation to this case.

CRIME PREVENTION – Basic crime prevention advice should be given.

Summary

In relation to this example, there are investigative tactics that we could deploy, namely H2H, CCTV trawl etc., but the likelihood of a positive justice outcome is extremely slim. On this basis, the decision to finalise this crime should be made once this has been recorded and checked – no additional resources should be deployed.

Example 2

Shoplifting of four cans of beer from a village shop – named offenders. Property recovered as soon as suspects left the store and items put back on sale.

RCW reports that whilst working on the till in her shop, she witnessed two 18 year old males whom she has known for several years stealing four cans of beer. They are followed out of the shop, challenged, and the beer is returned to the shop and put back on sale.

VICTIM NEEDS – Always follow the victim’s code and consider vulnerability factors as per point 1 on the [8 point investigation plan](#).

CSI – Advice could be given to preserve the four cans of beer for a CSI examination, however, the witness has positively identified the suspects. Whilst fingerprints on the beer cans would be corroborative, it is not proportionate to send CSI to the scene or send an officer to the scene to collect the items. (The suspects could in any case simply say that they had previously touched the cans when they were in the shop). **In this instance – CSI is not a proportionate tactic**

MG11 – We could secure an MG11 in this instance, but we should first explore exactly what outcome the victim wants. They have their property back in a

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

saleable condition. Is it perhaps that they just want the offenders banned from the store? The likely end result of this is not going to be a court appearance, (consider community resolution / outcome 21 as a tactical option) - notes of the offence should be secured on ATHENA - **In this instance an MG11 is not proportionate to secure at this stage**

H2H – House to House in this instance is not of relevance as the key witness has seen the offence taking place, and identified the offenders.

CCTV – The shop keeper does have a good system in the shop, and it captures the offence fully. Referring to the CCTV strategy, they should retain the footage if needed, and could email a still image to the OIC - **CCTV policy to be applied, not proportionate for police to attend and review.**

MEDIA – Named offenders are never released into the media for such low level crimes.

OTHER EVIDENCE - None at this time.

Summary

In this instance a crime has been committed and there are named offenders. This definitely needs dealing with to reach a positive justice outcome and ensure a good customer service.

The shopkeeper is talked through the options and clarifies that all they want is for the suspects not to come in the shop again.

A CR is deemed appropriate with a shop ban being the sanction, and this is allocated to an officer to process.

There is a risk in this approach that the suspects deny committing the offence, in which case the CCTV would have to be seized and an MG11 taken, with a view to interviewing under caution and potentially charging them with joint theft. This risk is a proportionate one to take factoring in the value of the goods, and the wishes of the victim.

It should be noted that to secure the CCTV, secure MG11s, utilise the image technicians to obtain still images, and build a handover package, is a high amount of work if the wishes of the victim are simply a CR.

In this instance, a low level proportionate approach is to secure all the details, and visit the suspects for an early resolution - an aggravating factor would be if

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

the suspects are known regular offenders, and so to prevent re-offending we should escalate our response appropriately.

Aggravating factors that may warrant police attendance could include whether violence was threatened/offered, or whether racist language was used.

Example 3

Make off without payment – fuel from a filling station.

RCW reports that a female driver put £40 of fuel into her car, came into the shop, paid for some sweets and drinks, but denied that she had taken any fuel. The suspect and her vehicle are captured on the CCTV system at the filling station. There is “clear dishonesty” on the part of the suspect.

VICTIM NEEDS – Always follow the victim’s code and consider vulnerability factors as per point 1 on the [8 point investigation plan](#).

CSI – Offence caught on CCTV, multiple foot traffic on forecourt before and after offence - **Not appropriate or proportionate to task CSI**

MG11 – An MG11 could be taken, but at this stage it would be proportionate to log the details on the crime report and secure an MG11 at a later stage if needed.

H2H – Not appropriate due to the situation.

CCTV – Refer to the CCTV flow chart and request that the images of the vehicle and the female are forwarded to the OIC for potential identification.

MEDIA – Not appropriate unless offender remains unidentified.

OTHER EVIDENCE – PNC marker on vehicle.

Summary

The RCW believes that there is clear dishonesty on the part of the suspect; however the RCW simply wants compensating.

The goods (fuel) are never going to be re-united with the victim so this becomes a financial recovery exercise on behalf of the filling station with a likely CR for the suspect if dishonesty is proved.

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

No MG11 to be taken, CCTV to be sent to the OIC, if the R/O of the vehicle can be traced, a phone call to them requesting that they pay the bill would be a proportionate approach.

Aggravating factors which may change this approach would include if the suspect is found to be a repeat/regular offender of this type of incident, and/or whether there is any linked intelligence in relation to the vehicle/person that has a bearing on this or similar crime types.

Where a victim or their representative reports a making off without payment from a garage forecourt, the incident will be recorded in accordance with the basic principle of NCRS. Recording should not be delayed to allow the matter to be fully investigated nor should it be treated as purely a civil matter. **The fact that a making off occurred will usually be sufficient to require the recording of a crime unless there is credible evidence to show the act was an innocent mistake.** Where a suspect returns and pays prior to any police interaction this is sufficient AVI to support the removal (cancellation) of the crime and no further information is required. However, the fact a person pays up only because of police interaction will not necessarily and by itself constitute AVI to determine that it was a mistake.

The following conditions must apply to meet the AVI cancellation conditions:

- Driver returns and pays prior to police contact, OR
- Driver spoken to by police and reason for driving off without payment documented and considered credible with supporting evidence,
- The garage has received payment and is satisfied that a genuine error occurred,
- PNC and CIS checks reveal no previous reports of dishonesty,
- Vehicle checked on PNC and no reports present,
- Vehicle details clearly visible at time of filling car and no attempt made to conceal identity.

Example 4

Low level sex assault in a nightclub

A 20 year old female RCW contacts police on a Sunday afternoon to make a formal complaint of sexual assault. RCW was in a nightclub the previous evening between 2200hrs and 2245hrs, a male on the dance floor touched one of her

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

buttocks over her jeans for approximately one second, and the victim believes this was sexually motivated. The victim only glanced at the male and cannot provide a detailed description – the victim walked away and nothing more happened, nor did she see the male again, but the victim believes there is CCTV within the club.

VICTIM NEEDS_ – Always follow the victim’s code and consider vulnerability factors as per point 1 on the [8 point investigation plan](#).

CSI – There is technically an opportunity to seize the victim’s jeans to establish if there is any DNA transfer, but any DNA transfer is likely to be contaminated by cross transfer due to the close proximity of people within the nightclub. **It would not conclusively lead to a suspect and so is not proportionate**

MG11 – No identified suspect – **MG11 Not appropriate at this stage, but detailed notes should be recorded for the investigation report**

H2H – no opportunities so not appropriate in this instance.

CCTV – There is CCTV within the nightclub, however, due to the timings, and extremely short window of the offence (one second) the likelihood of locating the victim on the dance floor and capturing the offence is slim. **For this reason it would not be proportionate to try and secure this footage**

MEDIA – Not appropriate in this instance.

OTHER EVIDENCE – None available at this time.

A substantive offence is made out so this needs to be recorded as a sexual assault, but the investigative approach needs to be proportionate.

It should be remembered that this may have been an innocent act and nothing more, but equally, it is acknowledged that low level sex offences are frequently signal crimes to an escalation to much higher level sexual offences – this needs to be explored in the instance before considering early finalisation.

Factors that should be considered include whether there have been other complaints from the same location on the same night of similar offences – was there a male in that club who was sexually assaulting multiple females?

Has there been a report of a more serious sexual assault in the town from the same evening that could have been the same offender who had escalated his offending?

Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

Had the RCW seen this suspect before/suffered other offences from him before, i.e., are there stalking type actions on the part of the suspect?

A factor that would change our response would be if the offence had been, for example, a prolonged squeeze, as opposed to a passing touch. This would be a much more serious offence and therefore the CCTV within the nightclub SHOULD be viewed by police, as the offender clearly poses a threat to the public.

Summary

Low level sexual touching over clothes of an adult female in a nightclub by an adult male. Possibility for a CCTV trawl of the nightclub, but realistically this is unlikely to capture the offence, let alone positively identify the offender, so it would not be proportionate to view the CCTV; the crime could be finalised at this stage.

11 CCTV Guidance and Flowchart for Volume and/or Low Risk Investigations Only

- 11.1 This guidance and flow chart has been designed to assist with making decisions about whether CCTV footage should be secured or not, and if it is to be secured, HOW this is done. Key decision “checks” at various stages as to whether it is proportionate to continue are included. It must be emphasised that this guidance is for Volume and/or low risk investigations only.
- 11.2 This flow chart does not apply to priority or high Threat/Harm/Risk crime areas, i.e. Burglary dwelling / Safeguarding investigations.
- 11.3 The flow chart and guidance has been designed to acknowledge those occasions where an RCW believes that there may be CCTV footage that would have captured their incident, but where they have no control over the CCTV system.
- 11.4 It is important to consider the realistic prospect of success, and the size of the potential task in hand, factors to consider include:
 - Time period over which a CCTV trawl would be needed (reported from/to times).
 - Area the camera(s) cover.

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

- Certainty of the location of the offence, i.e. *“incident was somewhere in the town centre”* may not be manageable, whereas *“next to the lamp post nearest to the south exit of the train station”* may be manageable.
- Whether the likely time spent completing the task would be disproportionately high in comparison to the nature of the incident.

11.5 It may be that we have prior knowledge of the area/system/capability and we would be able to say with confidence that a system would/would not be of value to research.

Suspect on CCTV – Is the suspect known to be captured on CCTV at this incident, or is there a strong possibility that the suspect was captured on CCTV?

11.6 If the system is owned or controlled by the RCW, the onus has to be on them to establish the existence of good quality footage.

11.7 If the system is owned or controlled by the RCW, the onus has to be on them to establish the existence of good quality footage.

Continuity – If the suspect and/or incident is captured on CCTV, is there full continuity of evidence available either from CCTV sequence and/or witness testimony?

11.8 This means, is there either a sequence of CCTV footage, clearly showing the entire offence being committed, or is there continuity available by way of supporting witness testimony, i.e. individual(s) witnessed the offence taking place and are prepared to sign a written statement and attend court explaining what they saw, (and CCTV is present to add support to this account).

Identity – Is the suspect’s identity known?

11.9 Has the RCW got prior knowledge of the suspect or has a third party named the suspect? This is important as it has a bearing on whether the CCTV footage is primary evidence (actually identifies the suspect), or supporting evidence (a person has positively identified the suspect, and the CCTV provides a degree of corroboration) e.g., A suspect was positively identified coming into the shop by the cashier and stealing an item. The footage does not show the offender’s face, nor the actual offence, but does provide continuity as it shows the clothing description etc.

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

Quality - If the footage is to be the primary evidence, is the footage of good enough quality to identify the suspect (person or vehicle)?

11.10 This means that the footage will need to be of sufficient quality to be able to demonstrate that a witness could i) view the footage, ii) identify the person (not just clothing), and iii) if they were to subsequently see that person again they would be able to recognise them as being the person in the footage.

Proportionate to continue?

11.11 Proportionality in relation to crime investigation is challenging to articulate in a manner which will easily address all crime types, as, by their very nature, there are many differing factors present in different crimes.

11.12 The ultimate aim in any investigation is for a positive/successful justice outcome, so some points to consider when assessing what our realistic prospects of success are as follows:

- Quality of the footage.
- Willingness of the RCW(s) to be involved.
- The quality and certainty of any witness's evidence.
- Factors such as repeat victim, priority crimes, safeguarding issues etc.,
- If the offender is known, who are they? Are they a repeat offender who should be targeted?
- What is the value/impact of the crime and what does success look like?
- Professional judgement – do you feel that we really should, or really should not continue? If there is doubt in an investigator's mind, then this is more than likely present for good reason, so a supervisor's opinion should be sought.

Retention & Crime Finalisation - Retention of footage by system owner and crime finalised prior to receipt of still image/review by police

11.13 Retention – If an RCW is the system owner and they are retaining the original footage, advice needs to be given regarding the preservation of the integrity of the footage to ensure any future police seizure of the footage stands up to evidential scrutiny. This should include labelling the disc/tapes to confirm who had downloaded the footage, the date and time of this footage download, and the crime number.

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

- 11.14 How long? – On receipt of the still image, if it is deemed to be suitable for inclusion on TABS, officers will be directed to collect the footage/continuity evidence. For this reason, advice should be given to retain the footage for a suitable periods after the still(s) have been sent to the police (a period of 28 days would usually be appropriate) to ensure this allows images to be received/assessed/decided upon).The victim would be updated of the finalisation of the crime prior to receipt of the image as per our crime policy.
- 11.15 Finalisation - The flow chart details that the crime should be recorded and initially finalised until receipt of the still image from a system owner. This has been built into the flow chart so that, if a system owner decides NOT to send the image to us, there are not high volumes of unsolved/un-finalised crimes on officer workloads; on receipt of the still image, the crime can be re-allocated to the OIC’s workload for investigation.

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
-------------------	----------

12 CCTV Flowchart

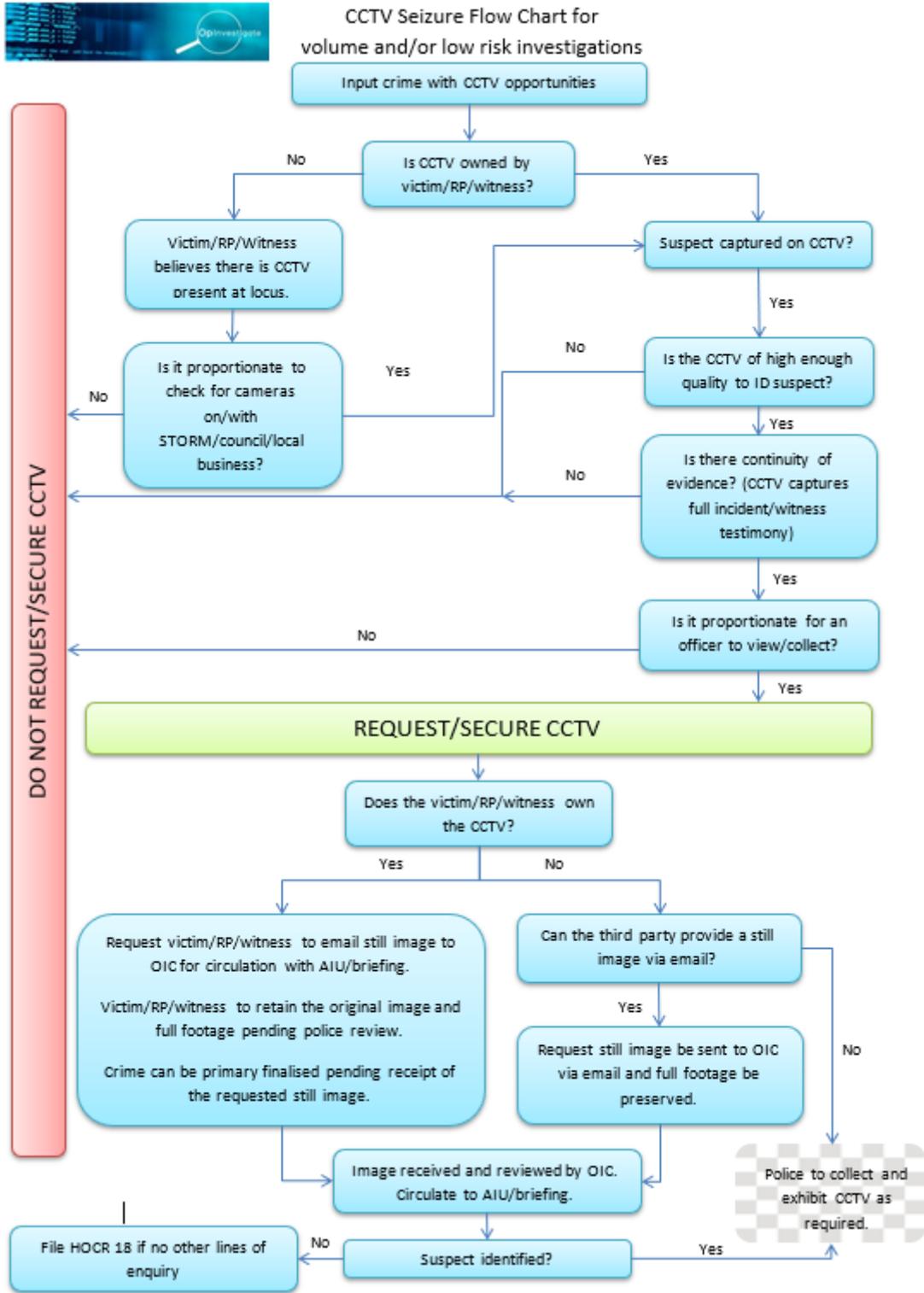
Security Marking:	OFFICIAL	Version:	3.0
-------------------	----------	----------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------



Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----



Suffolk Constabulary Policies & Procedures

PROCEDURE

Security Marking:	OFFICIAL
--------------------------	----------

13 Serious and Complex Investigations (Those allocated to the DC within ICMH)

13.1 Any consideration of escalation to the 'serious and complex' Investigation category should be recorded within the case papers indicating the decision made and the factors considered with the rationale for that decision.

13.2 Where it is decided that an investigation should not be escalated, an alternative consideration may be given to deploy a PIP 2 investigator or specialist interviewer to support the investigation. This should also be recorded within case papers.

13.3 The following factors may be considered as a basis to escalate an investigation to a serious or complex investigation, taking account of the following factors:

CONSIDERATION	EXAMPLES
Community	<ul style="list-style-type: none"> • Racially motivated • High risk of critical incident • Sensitivity regarding individuals involved • Media interest
Offence Characteristics	<ul style="list-style-type: none"> • Aggravating factors to the offence such as: • Hate Crime • Weapons used • Injuries sustained • Vulnerability of victims/ witnesses • Priority issue identified within business area • Series of offences
Offender Characteristics	<ul style="list-style-type: none"> • Criminal history • Resistance to Police • Prolific offender • Multiple offenders

Security Marking:	OFFICIAL	Version:	3.0
--------------------------	----------	-----------------	-----