

Our Ref: IM-FOI-2022-1371
Date: 8th July 2022



FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

For ease of reference, your request is replicated below together with the response.

Please could you provide a copy of the Scottish Crime Recording System that was in use in 2014.

A copy of the Scottish Crime Recording System Crime Manual 2014 is attached. Please see the attached document titled 'Attachment01'.

Please also provide any guidance in relation to Tayside 'D' Divisions criteria for recording and management of suspicious incidents in 2014.

The following guidance was issued in an all staff email in 2014:-

"This is just a reminder to all officers that Suspicious Incident Crime Reports should only be raised where it is anticipated that it may be necessary to record lengthy and / or complex enquiries to establish whether criminality has occurred or not. The initial reason for recording as a suspicious incident rather than a crime must be clearly documented. Otherwise a Captor incident is an auditable record of a non-criminal report.

If a crime is reported then it should be recorded and appropriately classified. No corroborative evidence is required before a crime report is raised, although appropriate questions should be asked to establish the full circumstances. It is not permissible to record a suspicious incident simply because officers don't believe the complainant or have doubts about the validity of the complaint.

Where a crime is recorded and additional credible information becomes available which determines that no crime has been committed, a crime reported can be submitted to CMPU for consideration of marking as 'no crime'."

Should you require any further assistance please contact Information Management Dundee, quoting the reference number given.

If you are dissatisfied with the way in which Police Scotland has dealt with your request, you are entitled, in the first instance, to request a review of our actions and decisions. Your request must specify the matter which gives rise to your dissatisfaction and it must be submitted within 40 working days of receiving this response - either by email to foi@scotland.police.uk or by post to Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH.

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If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Office of the Scottish Information Commissioner within six months for a decision. You can apply [online](#), by email to enquiries@itspublicknowledge.info or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Office of the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

As part of our commitment to demonstrate openness and transparency in respect of the information we hold, an anonymised version of this response will be posted to the Police Scotland Freedom of Information [Disclosure Log](#) in seven days' time.