Reported Incidents

N100  Reported Incident of Rape

N200  Reported Incident of Modern Slavery
N100  Reported Incident of Rape (1 of 3)

All reported incidents of rape are to be recorded on the force crime system in accordance with the following provisions and (for forces live on the Home Office Data Hub) against the listed specific codes;

100/1 – reported incident – victim (or third party acting on their behalf) has not confirmed the offence or cannot be traced
100/2 – reported incident – credible evidence to the contrary exists
100/3 – reported incident – offence committed in another police force area/outside the UK

General rule: One record for each reported victim offender relationship

All reported incidents of rape or attempted rapes, whether from victims, witnesses or third parties which are not immediately recorded as a confirmed crime (or attempted rape) must be recorded under this classification at the time the report is initially made to the relevant force.

Clarification

Unless already recorded as a crime of rape (or attempted rape), every report of a rape, suspected or possible rape must be taken at face value and recorded on the force recording crime system under this classification, irrespective of the source of the report. This includes reports made by third parties, through partnership working or from other agencies. The reported incident of rape will be in addition to any other force record e.g. command and control system or any other system such as CATS (Case Administration and Tracking System), or similar public protection arrangements.

Reports recorded under this classification must be included in force notifiable crime statistical returns using the same reporting process as notifiable crimes.

The expectation is that once a reported incident of rape is confirmed to be a notifiable crime it will be reclassified as such at the earliest opportunity and without any delay. There should be no delay for any investigation to occur beyond establishing the circumstance of the incident to inform the NCRS crime recording decision.

Once recorded and classified a reported incident of rape will remain recorded as such unless or until it is reclassified as a confirmed crime of rape or as any other notifiable crime. Such reclassification must take place as soon as the reporting officer is satisfied that it is more likely than not that a notifiable crime has been committed. The decision to record a crime must not be delayed pending the outcome of the criminal investigation.

Clarification

Where the reported rape is recorded as a notifiable crime other than rape the force crime recording database must contain sufficient information to justify why a rape was not recorded, and to clearly show that the HOCR classification has been correctly applied.

When to Record:

The reported incident of rape must be recorded under this classification at the first opportunity. This is usually expected to be by the person receiving that initial report including call handlers, crime bureau and specialist units.
N100  Reported Incident of Rape (2 of 3)

Example 1: Force A’s control room receives a call from a female saying she believes her friend may have been raped the previous evening. The details available are initially brief. The control room operator creates a command and control log and deploys officers to locate the victim.

As well as the command and control log a reported incident of rape (Classification N100) must be recorded on the force crime recording system.

Some hours later officers have located the victim who confirms she has been raped.

Reclassify the N100 reported incident of rape to the appropriate full crime classification in HOCR.

Example 2: A victim whilst engaging with police on unrelated matters, reports to police that she has previously been raped but refuses to provide any other detail whatsoever upon which to determine the location of crime or base the crime recording decision making process upon.

This must be immediately recorded as a rape, unless there is credible evidence to the contrary immediately available in which case an N100 should be recorded.

Example 3: A report of 10 rapes is received by separate offenders but the report fails to provide sufficient information to immediately record the rapes.

This must be immediately recorded as 10 reported incidents of rape (classification N100).

Reports of rape via ‘Third Parties’ (as specified in NCRS paragraphs 3.6i or ii) or from Sexual Assault Referral Centres (SARCs): A report of rape must be recorded as a crime in the following instances:

- The victim provides personal details and seeks a police investigation; or
- The victim (whether anonymous or not) provides details of the Report to be passed to the police but decides not to pursue the case; or
- The victim undergoes a forensic examination with samples submitted to the police for analysis (whether or not personal details are passed to the police); or
- The report is received from a parent, carer or professional third party and there is no reason to doubt the veracity of their report.

A report of rape received from a third party (other than specified in NCRS paragraphs 3.6i or ii) and including reports from SARCs must be recorded as a Reported Incident of Rape (Classification N100) in the following instances:

- The victim does not seek a police investigation but is happy for some depersonalised data to be passed to the police for intelligence purposes; or
- The victim wishes to remain anonymous and does not want details of the allegation passed to police (if any information at all received by police); or
- The victim undergoes a forensic examination and samples are frozen at the SARC in case the victim decides to pursue the case at a later date (forensic samples are not passed to the police).

Reports dealt with as non-notifyable crimes:
In any case where a reported incident of rape is later dealt with as any form of non-notifyable offence the reported incident of rape cannot be re-classified and must remain recorded.

Cancellation of Reported Incidents of Rape:
Once recorded a reported incident of rape can only be cancelled in cases where a genuine error has been made by the person taking the report.

FCR Oversight:
The FCR must have oversight of all records that do not result in the recording of a confirmed crime and ensure that the appropriate classification code is applied.
Explanatory Process Flowchart

NB: there is no provision to record a Crime Related Incident (CRI) in respect of a rape or attempted rape report.

REPORTS OF RAPE
(Includes attempt rape – from any source - including partnership working arrangements)

IMMEDIATELY ON RECEIPT - RECORDING DECISION

Will this immediately be confirmed as a crime?

Yes

Record a Confirmed Crime:
Rape or otherwise on the force crime system

No

Record N100:
A reported incident of rape on the force crime system

Re-classify:
As a different notifiable crime

Transfer or Cancel:
See HOCR Section C

Remains recorded:
As Rape or Attempt Rape or otherwise

Crime:
As Rape or Attempt Rape

Remains N100:
Even where initial report has been transferred elsewhere

LATER OPTIONS
N200 Reported Incident of Modern Slavery (1 of 4)

All reported incidents of modern slavery are to be recorded on the force crime system in accordance with the following provisions and (for forces live on the Home Office Data Hub) against the listed specific codes;

N200/01 – reported incident – NRM referral pending reasonable grounds decision
N200/02 – reported incident – NRM referral negative reasonable grounds decision
N200/03 – reported incident – NRM referral - Duty to notify only
N200/04 – reported incident – NRM referral – Positive reasonable Grounds/Police Referral – Outside England and Wales
N200/05 – reported incident – NRM referral – Negative reasonable Grounds – Outside England/Wales
N200/06 – reported incident – NRM referral – transferred to another force in England and Wales

General rule: One record for each NRM referral received.

Clarification

All NRM referrals received by the force from the Competent Authority will be recorded initially under classification N200. The N200 record is to be retained pending receipt of the reasonable grounds decision. Once the reasonable grounds decision is received the recording decision must be made in accordance with the flow chart (see Reported Incident of Modern Slavery (3 of 3)).

All referrals made by the police into the NRM and or incidents where victims report to police direct must be subject of a recorded crime of MS unless it is determined that all MS criminality occurred outside England and Wales in which case an N200/04 must be recorded. Police submitted Duty to Notify referrals (DTN) must be subject to a recorded crime.

Reports recorded under this classification must be included in force notifiable crime statistical returns using the same reporting process as notifiable crimes.

With regards to the NRM, the expectation is that once a reported incident of Modern Slavery in England and Wales is confirmed by a positive reasonable grounds decision it will be reclassified as such at the earliest opportunity without delay. There should be no delay for any investigation to occur beyond establishing the circumstance of the incident to inform the NCRS crime recording decision.

Once recorded and classified a reported incident of modern slavery will remain recorded as such unless or until it is reclassified as a confirmed crime of modern slavery in addition to any other notifiable crime as appropriate. Such reclassification must take place as soon as the reporting officer is satisfied that it is more likely than not that a notifiable crime has been committed or a positive grounds decision is returned. The decision to record a crime must not be delayed pending the outcome of the criminal investigation.

When to Record:
The reported incident of modern slavery must be recorded under this classification at the first opportunity. This is usually expected to be by the person receiving the initial report including call handlers, crime bureau and specialist units. If other notifiable crimes are reported these must be recorded at the time of reporting without delay in accordance with NCRS/HOCR.

FCR Oversight:
The FCR must have oversight of all records that do not result in the recording of a confirmed crime and ensure that the appropriate classification code is applied.

Cancellation of Reported Incidents of Modern Slavery:
Once recorded a reported incident of modern slavery can only be cancelled in cases where a genuine error has been made by the person taking the report.
N200  Reported Incident of Modern Slavery (2 of 4)

Recording Practice: National Referral Mechanism

All referrals made by the police into the NRM (including all cases where a Duty to Notify submission is made) must be subject of a recorded crime of MS unless it is determined that any MS criminality occurred outside England Wales in which case an N200/04 must be recorded. In cases where a rape is also reported, having occurred outside England and Wales, in addition to the MS a reported incident of rape under N100/3 must be recorded.

For referrals the police receive from the NRM all those with a positive reasonable grounds decision applied must be subject of a recorded crime of MS. Where the referral from the NRM has either:

- a reasonable grounds decision pending or
- a negative reasonable grounds decision or,
  is a Duty to Notify referral (not submitted by police) only or,
  has all MS criminality entirely outside of England and Wales.

Then an N200 must be recorded unless the FCR considers it appropriate or necessary to record a crime. As provided by the HOCR any other crime(s) disclosed must be recorded in addition to the MS by applying the relevant rules.

Example 1:  Force A’s control room receives a NRM referral notification from the Competent Authority. The referral is pending a grounds decision.

A reported incident of modern slavery (Classification N200/01) must be recorded on the force crime recording system.

Some days later the force are advised that a positive reasonable grounds decision has been made.

Reclassify the N200/01 reported incident of modern slavery to the appropriate full crime classification in HOCR.

Example 2:  A victim whilst engaging with police on unrelated matters, reports to police that she has previously been a victim of modern slavery. There is sufficient information for a crime recording decision to be made.

This must be immediately recorded as a modern slavery crime (classification 106)

Example 3:  An NRM referral notification from the NCA is received in Force A with a positive reasonable grounds decision. On review all criminality occurred in Belgium. Whilst the victim had been held outside England and Wales she was raped by the male who held the victim in servitude.

This must be immediately recorded as one reported incident of Modern Slavery (classification N200/04). A further N100/03 record should also be created for the reported incident of rape outside of England and Wales.

Example 4:  Police Force A discovers a person they consider to be a victim of modern slavery and refers them into the NRM. It is immediately apparent that all MS criminality occurred outside England and Wales.

This must be immediately recorded as an N200/04. Any other notifiable crimes disclosed must be recorded irrespective of any subsequent grounds decision.

Example 5:  A victim informs the police directly she is a victim of MS but does not want to enter into the NRM. The criminality took place within England and Wales.

This must be immediately recorded as a modern slavery crime (classification 106) and a DTN form should be submitted.
N200  Reported Incident of Modern Slavery (3 of 4)

NRM Referral Transfers and Related N200 Records between forces

The Single Competent Authority (SCA) have agreed with the Home Office that forces in England and Wales should operate on the basis that if they receive a referral/DTN that they believe right at the outset has been misdirected they should immediately return it to the SCA with comments as to why and where it should go. Once a force has received a referral/DTN from the SCA and records the N200 then it may be transferred between forces and the SCA advised. Below are two examples to illustrate how NRM referral transfers should be handled.

Scenario 1

Force A receives a referral/DTN from the Single Competent Authority (SCA) and believes at the outset and at once that it should have been sent to Force B.

Action: Force A returns it to the SCA setting out briefly why. It is expected this return is carried out the same day (or at the latest the next day) that it is received. Force A does not need to record the N200 MS incident.

Result: The SCA either sends it on to Force B (in which case B then records) or disagrees and returns to Force A saying why (in which case A must record the N200)

Scenario 2

Force A receives the referral/DTN from the SCA and records it as N200 pending the grounds decision. Some days later (but before the grounds decision) A believes it should sit with Force B.

Action: A contacts B and attempts to transfer the N200 record (and associated referral/DTN).

Result 1: B accepts the transfer. B records a N200 pending decision. A notifies SCA of the transfer.

Result 2: B refuses the transfer. A retains the N200 and referral.

In any case where the grounds decision has been received any transfer will either be subject of the usual process under rules C (where positive grounds were given) or can be managed in the same way as under scenario 2 above (where negative grounds were given).
N200  Reported Incident of Modern Slavery (4 of 4)
Referrals Received By Police from the Single Competent Authority

Immediately on receipt – record as N200/01 or N200/06 if transferred immediately to another force in England and Wales. Is subsequent reasonable grounds decision positive?*

YES

Was all MS outside E and W?

NO

NO

Retain N200
Reported incident of MS on the force system

YES

Reclassify to Crime
Of MS (HOCR 106)
Are there any other notifiable crimes?

NO

Negative grounds
N200/02

* ***

Yes
Record additional crimes as applicable ***

No

MS outside E & W
Positive Grounds
Retain, do not crime N200/04

Duty to Notify (DTN)
or outside E&W
N200/03 ***

MS outside E & W
Negative Grounds
N200/05 ***

* Subsequent withdrawal from the NRM does not provide a reason to cancel a crime.
** Police submitted DTNs must be subject of a recorded crime (unless it is determined that any criminality occurred outside England/Wales – in which case an N200/04 must be recorded).
*** Any additional notifiable crimes within England and Wales must be recorded in accordance with NCRS/HOCR.