



Humberside Police
Corporate Development Branch
Information Compliance Unit
Priory Road
Kingston Upon Hull
HU5 5SF
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Mr. Higgleston

Your Ref:
Our Ref: F-2013-01850

02 January, 2013

Dear Mr. Higgleston,

FREEDOM of INFORMATION ACT 2000 Reference No: F-2013-01850

Thank you for your request for Information, received at this office on 01 December, 2013, in which you requested details of the following:

Part 1: Please could you provide the document(s) outlining the procedure for processing allegations of crime along with the action which should be taken and by whom.

Part 2: Is there a different set of procedures to follow depending on the identity of the accused person(s)? If so please provide details of the different sets of procedures.

Part 3: Is the paperwork specific in that the law covers everybody equally?

Part 4: Does the paperwork specify that every accused individual must be questioned by police? Please provide this paperwork.

The Freedom of Information Act requires that this request is dealt with in a manner that is motive and applicant blind. A disclosure under this legislation is considered a disclosure to the world and is considered to be on the basis that it is in the public interest.

This response is unique to Humberside Police and you are advised not to compare this like for like with any other force's response you receive.

Humberside Police Response

Part 1: There isn't technically a document that illustrates this information. However the general process is as below:

If an allegation that a crime has been committed is brought to the attention of the police a Crime Report is commenced which allows the police to record the allegation and the details of the person who has made the allegation.

The report will contain details of any suspects (whether that is by name or if the name is not known a description of the suspect.)

It includes the M. O. of the offence and any outstanding enquiries that are to be completed. This report is a 'live' document and is 'added to' as the investigation progresses. E.G. a suspect is named and is interviewed. As a result of that interview the suspect is eliminated from the enquiry. The officer dealing

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Assistant Chief Officer (Support) P S Goatley BA (Hons), CPFA Assistant Chief Officer (Human Resources) I Watson MBA, MSc, FCIPD
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File classification: NOT PROTECTIVELY MARKED - NO DESCRIPTOR

with the case, will include why the person is no longer a suspect and a brief synopsis as to why he/she has been eliminated from the enquiry.

In other words the Crime Report shows everything that we have done to progress the case and includes any information that the investigating officer acquires during the life of the crime.

A Crime Report is an electronic document which is completed on line by the Customer Service Contact Centre (CSCC) at numerous locations around the force.

Part 2: Please note the Freedom of Information Act concerns requests for held information not questions. However in a duty to assist we can provide an answer to the question below:

The answer is no, a crime report is a guide to an investigation and a record of the crime it is simply designed to allow anyone looking at it to be able to know the circumstances of the crime whether there is a suspect. If so has the suspect been dealt with for the crime or eliminated from the enquiry and finally what the final outcome of the investigation was.

Part 3: Please note the Freedom of Information Act concerns requests for held information not questions. However in a duty to assist we can provide an answer to the question below:

Everyone is treated equally regardless of what the crime may be. There are many pieces of legislation which ensures that all persons are treated fairly and equally regardless of race, creed, colour or religious thinking.

Part 4: Please note the Freedom of Information Act concerns requests for held information not questions. However in a duty to assist we can provide an answer to the question below:

On many occasions a 'suspect' is eliminated from an enquiry very early on and the circumstances decree that they do not need to be questioned. Nevertheless, if there is a doubt as to their involvement in a crime they will be spoken to about the incident. The Crime Report does not specify that every accused individual must be questioned.

Should you need to discuss this further please contact James Green, Information Compliance Officer on the above details.

Yours sincerely,

James Green
Information Compliance Officer

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Humberside Police – Freedom of Information Complaints Review Procedure

Why Have A Complaints Process?

Humberside Police is committed to delivering an open and transparent service whenever possible and it is our intention to commit to the principles of openness embodied in the Freedom of Information Act. We will release information to the greatest extent possible, consistent with the public interest, however we may withhold information if we consider its release would cause significant harm.

If information within a document is withheld, it will be clearly marked to show where information has been removed and the legal exemption we have used. If we decline to supply all or part of any information you have asked for we will notify you in writing giving our reasons based upon legal exemptions contained within the Freedom of Information Act.

If you are not satisfied about the way in which your Freedom of Information request has been handled you have the right to appeal. This information has been designed to help you to understand how to complain to Humberside Police. Using this process will not affect your right to complain directly to the Information Commissioner if you feel we have not complied with our obligations under the Freedom of Information Act.

Who Can Complain?

Anyone who has made a Freedom of Information request in writing to the Force can complain. If you have requested information and you are not satisfied with the way we have dealt with it, you can use the complaints process to have it looked at again. If someone who requested information would like to complain but cannot do so themselves, you can complain on their behalf but it will help us if you make it clear that you are doing so.

What Can I Complain About?

If you are not satisfied with the way we have handled your request, with the fee we have charged, or with the reasons we have given for refusing to provide information, you have the right to appeal. You can complain about the range, amount and format of information we have sent following a request. You can also complain about the way a request was handled, for example, the time it took to respond.

How Do I Complain?

To deal with your complaint as quickly as possible, it will help if you can give us as much information as you can about the original request made and the reason for your complaint. Please put your complaint in writing and address it to:

FOI Appeals

[Humberside Police Information Compliance Unit](#)

Police Headquarters

Priory Road

Hull HU5 5SF

What Happens To My Complaint?

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Once we have enough details to identify the request, we will begin the review. The Head of The Information Compliance Unit will normally review your complaint. In the more complex cases a review panel consisting of a number of senior personnel from the Force will re-examine your complaint. We aim to complete the review process within 20 days of receiving your complaint. Upon completion we will send you the findings.

How Will I Be Notified?

Where we have not followed procedures or have failed to provide acceptable quality of service, we will apologise and explain what we will do to ensure this doesn't happen again. If our original decision to withhold information is over-turned on appeal we will send you the additional information immediately. If we believe that our original response was correct we will let you know, and inform you of your options (see below).

What If I'm Still Not Satisfied?

If we have been unable to resolve your complaint and you are not satisfied you can approach the office of the Information Commissioner, who may investigate the matter on your behalf. This option is open to you at all times, but we will endeavour to address your complaint initially, as this may lead to a speedier resolution. It is the Information Commissioner who decides whether to investigate or not. We will co-operate fully with the Information Commissioner.

If you have any further questions about the complaints process, please contact the Information Compliance Unit on 01482 317097 or alternatively you can write to:

*Head of Information Compliance Unit
Humberside Police Headquarters
Priory Road
Hull HU5 5SF
Email: Informationcomplianceunit@humberside.pnn.police.uk*

Requests for a review by the Information Commissioner should be made in writing directly to:

*The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 01625 545 700
www.informationcommissioner.gov.uk*

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