

Our Ref: IM-FOI-2017-1639
Date: 10 August 2017



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.

I would like you to provide me with a blank PDF copy of the following templates that Police Scotland uses:

1. Standard Prosecution Report

The template for the Standard Police Report (SPR) is available via the Scottish Government website, and can be found at the following link:

<http://www.gov.scot/Topics/archive/law-order/iscjis/standards/spr-spr2-rules>

The template to the SPR2 is in Appendix 3 of the document on the Scottish Government website.

For this reason I must respond to this question in terms of Section 25(1) of the Freedom of Information (Scotland) Act 2002: Information otherwise accessible.

2. Crime Report Template

At present Police Scotland continue to utilise the relevant legacy Force crime recording systems. Dependent on the crime system officers/police staff can record crime on the relevant crime systems in various ways as outlined below.

- Typing details directly onto a crime recording system.
- Dictating the details of a crime report via a voicebank audio trail system, which in turn is typed onto the crime recording system by the relevant unit.
- By speaking directly with an input operator providing the details to allow creation of a crime report.
- Utilising a Personal Digital Assistant (PDA) to record the details which are then in turn downloaded onto the IT system and the crime report validated by staff in the relevant unit.
- Completion of an IT based form which is then transferred over to the relevant crime system.
- Completion of a handwritten crime report which is then typed onto the crime recording system.

Due to the varying crime recording systems individual crime report templates are not available for all crime systems, however, a crime report form is available to officers/staff via the internal intranet if required e.g. for business continuity purposes should a crime

recording system be temporarily out of use. A copy of this form is attached entitled "17-1639 - Crime Report (Also for Business Continuity Use)".

3. Incident Log Template

Please see the attached PDF Document entitled "17-1639 – Incidents – Paper Logging (National)".

4. Forms and Checklists used when opening a Professional Standards Department complaint file when a member of the public makes a complaint against police.

Please see the attached PDF Documents entitled "17-1639 – Complaint Assessment Sheet" and "17-1639 – Complaint Six Stage Form".

Should you require any further assistance concerning this matter please contact Information Management - Edinburgh on 0131 311 3901 quoting the reference number given.

If you are dissatisfied with the way in which your request has been dealt with, you are entitled in the first instance, and within 40 working days of receiving this response, to request a review of our actions and decisions.

Should you wish to do so, please contact us at the following address, stating what has caused your dissatisfaction and what you require us to review:

Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH - foi@scotland.pnn.police.uk

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Scottish Information Commissioner within six months for a decision. You can raise an appeal using the online service at www.itspublicknowledge.info/Appeal or by writing to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS, or via email at enquiries@itspublicknowledge.info.

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