



POLICY	Issue: 1.0
Station Messages and Pocket Books	Date: 05/05/2008

Policy Statement

The Freedom of Information Act 2000, the National Crime Recording Standards (NCRS) and the National Standard for Incident Recording (NSIR) expose The Civil Nuclear Constabulary (the Constabulary) to greater scrutiny. This scrutiny demands transparency and therefore requires in turn robust and resilient procedures for message and pocket book handling. Such procedures require ownership and supervision at a local level.

In order to achieve this, the Constabulary will:

- Ensure that all messages and information received are recorded in the appropriate form, either electronically on an incident log system, if the receiving station has the capacity to record in this way, or at other Units manually using a General Police Report. These messages are to be numbered sequentially, and stored securely so as to be available for scrutiny and audit.
- Ensure that the information recorded reflects the full event, from recording the informant's details as given, time, date, location and nature of the incident, through to police action and final resolution of the incident.
- Ensure that there is compliance with minimum data standards within the NCRS and NSIR.
 - a) Time and date when report received.
 - b) Details of informant (name, contact address and telephone number) and status (victim, witness, other agency, staff on Duty or Third party)
 - c) Sufficient information to describe location and nature of report.
- Keep records for the period, legally required under legislation at that time. When this timeline has expired, delete or destroy and dispose of in a secure manner.
- Ensure that pocket books are uniquely numbered from a centrally controlled source (to ensure its integrity) and records are maintained of the Operational Policing Unit to which each batch of numbered pocket books are sent. Pocket books to be securely stored prior to dispatch.
- On receipt of a batch of pocket books at a unit, it will be the responsibility of the Operational Police Unit Commander to ensure their secure storage. Also to compile a database to ensure that their issue is documented to show to whom issued and the date, and that completed pocket books are returned and that date noted. Secure storage must then continue until the required period has lapsed, after which they should be appropriately disposed of.
- Officers will record all events of note or evidence in their pocket books, completing entries in line with current Constabulary guidelines.

Document Reference	CNC/POL/6.4.1	Page 1 of 2
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- Supervisory checks for content and accuracy will be regularly carried out on officers' pocket books.

Aims of the Policy

To ensure that the Constabulary has robust, secure and accurate recording systems, which stand scrutiny under the Freedom of Information Act, NCRS and NSIR.

This policy is enacted by the following management system documents:

CNC/PP/0059 Reports, Pocket Books and the Recording of Information

Document Reference	CNC/POL/6.4.1	Page 2 of 2
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