

OFFICIAL: SensitiveGeneral Order, **Crime and occurrence reporting**

Out of Scope
**Prima facie test**

Prima facie means on the face of it, without involving extensive enquiry.

For purposes of recording criminal incidents, an assessment of whether an incident is a prima facie criminal incident may include:

- asking brief questions of the reporting person
- making brief checks with legislation manuals or supervisors
- brief enquiries with information systems or other information sources.

It does not mean undertaking further investigation or exhaustive cross examination or interviewing of people.

An employee will assess each incident on its merits and must consider the circumstances and apply discretion where appropriate. An entry in a police notebook, an endorsement against the SACAD tasking, or the creation of a street check or intelligence submission may suffice when incidents are reported that do not meet the prima facie test.

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Employees

An employee must accurately record on Shield incidents of crime reported to them ensuring:

- the crime complies with the prima facie test
- they seek advice from their supervisor when they are unsure of whether a report of crime meets the prima facie test
- occurrences and any available supporting documents are uploaded for vetting (by SCAC) as soon as possible, and in any case, prior to the completion of that shift (for example statements, photographs, damage quotes)
 - if pressing reasons prevent the completion of the occurrence, the submitting member should ensure a comprehensive OEL is added explaining the status of the occurrence before submitting it to the SCAC or a supervisor
- where an investigation extends across multiple shifts or insufficient details exist to complete the occurrence within the above time frames, a comprehensive OEL must be submitted outlining the situation.

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4. OCCURRENCES

An occurrence will be recorded or updated when:

- an offence has been committed
- investigation action is required
- occurrence creation is mandated by police procedure
- an incident is deemed to have information of value
- managing a police operation.

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