

National Recording Standard

UPDATE - SEPTEMBER 2024

DATA QUALITY AND INTEGRITY TEAM



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Part 1 - Principles and Rules

1.1. Vision

Information for Action: Making it Count – ‘ensuring our data supports the delivery of high quality victim focused services that enhance trust and confidence in New Zealand Police’.



1.1.1 Why do we record offences, incidents and tasks?

Improving Victim Focus: Doing the right things for victims every time

- ensuring that victims get access to the services they are entitled to
- allowing us to prioritise effectively, identifying the victims most in need of help
- providing other agencies with quality information about the types of people being victimised

High Quality Information for Action: in support of evidence based policing

- providing a richer intelligence picture to assist in prioritisation and decision making within Police. The ability to:
 - identify the scale, nature and totality of demand
 - identify the scale and nature of risks to the public and officers
 - understand changing patterns of crime and criminal behaviour
 - assist criminal investigations, helping to identify offenders and bring them to justice appropriately
 - identify what works to reduce crime
- providing the wider justice sector and government with reliable statistical information for policy development and evaluation.

Improving Trust and Confidence Outcomes: Promoting the legitimacy of policing

- providing transparency for local communities about the scale, nature of crime and other risks
- providing national and local statistics about the scale, nature of crime in New Zealand.
- enabling Government to make evidence-based judgements on the relative effectiveness and efficiency of our policing services
- ensuring that Police keep in step with our Human Rights Act obligations

1.1.2 Link to Policing Values

Police's vision is to have the trust and confidence of all by living our values. Our Code of Conduct sets out common standards of behaviour and guides our judgement, choices and actions under four main activity headings:

- We have high standards
- We do right by others
- We protect people, information and resources
- We are responsible

When dealing with 'Our Information' the Code states that we need to practice good judgement and integrity when creating, accessing, modifying and using, securing and disclosing information.

Following the rules outlined in the NRS ensures we uphold these values.

1.1.3 How do we use the information?

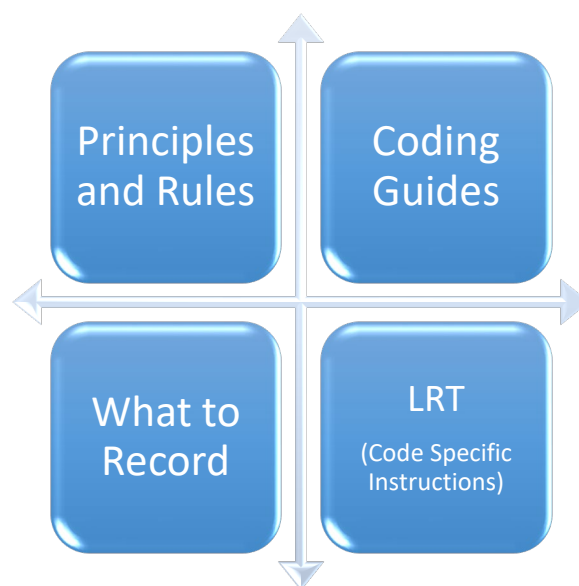
The information is used in numerous ways, including Intelligence, Tasking and Co-ordination, Deployment, production of Official Crime Statistics and in a direct operational context. Police data is also used by other agencies and researchers both within New Zealand and internationally.

Police have an obligation to record information consistently and reliably, in order to achieve this, those responsible for recording need a clear understanding of what must be recorded, when and how.

1.1.4 What makes up the standard?

The standard covers mandatory information and information required in particular circumstances only. This is a minimum standard, rather than a maximum amount of information. Where particular items of information are of importance from a case or intelligence perspective, they should always be recorded.

The information mandated / required by this document is to be recorded in centralised Police databases, not in locally maintained documents, systems or databases. Typically, information covered by NRS must be recorded in one or more of these systems: NIA, CARD or PIPS.



Much care has and continues to be taken to ensure the information required to be collected is not frivolous, and it provides only operational information critical in ensuring Police meets its goals to reduce Crime and Crash and enhance public safety.

This document covers general requirements but some data requirements are specific to certain Offences, Incidents or Tasks. These code-specific requirements make up part of this standard. However, to make this document less complicated and ensure code-specific information is easily accessible to employees, these requirements are documented in the [LRT – Code Book](#) accessible on NIA or via the Intranet.

The National Recording Standard (NRS):

- provides the rules which govern when recording is required and what must be recorded when it is. In addition, it lists and defines various options for the data items required
- helps data entry staff navigate the NRS from a data entry perspective and translates the principles and rules contained in NRS into real world situations

The [LRT Code Book](#) provides the list of available Offence, Incident and Task codes, and provides guidance about data requirements specific to each code.

[Update procedures](#) and [version history](#) are documented on the Data Quality and Integrity Team Intranet pages.

1.2. Principles Governing All Recording

Rules in this section provide a foundation for accurate and timely information that is searchable.

They also provide key information required for auditing the quality of decisions.

1.2.1 Record accurate information

Record the most accurate information available at the time of recording. Where options exist, record the most specific accurate option available. When new information becomes available, update relevant records with that information.

1.2.2 Record within 72 Hours

New information must be recorded in the appropriate Police system as soon as possible and no later than 72 hours after first coming to Police attention. This includes information that requires the creation of new Occurrences or records, and new or changed information about existing Occurrences or records.

Exceptions to this rule are:

- Missing Person (4 hours)
- Stolen Vehicles (4 hours)
- Charge entry
- Issue, service and breaches of PSOs (1 hour)
- Lost and found property (as soon as possible, no later than the close of business on the day reported)

Note: there may be other instructions requiring information to be recorded in Police systems more promptly – for example in situations where **people are detained** by Police and there are concerns for the wellbeing of the person detained.

1.2.3 Use structured fields

Wherever a structured field exists in Police systems, it must be used to capture any relevant information. Information that can be captured in structured fields must not be recorded exclusively in the narrative or other free text spaces.

Take care to ensure information recorded in free text fields is concise and relevant, and does not contradict information recorded in structured fields. This is because it provides useful information for intelligence and audit purposes.

Structured fields that are not mandated by NRS are optional and do not have to be completed if not appropriate to do so.

Note: Things which are structured fields in CRIS or eQuip may not be structured fields in NIA, the information may move through to the narrative of the NIA Occurrence.

1.2.4 Document all changes

Wherever a change is made to an existing record, every change must comply with NRS. For each change record in the Occurrence narrative:

- the reasons for any change
- who made the change
- wherever authorisation is required, who authorised the change

For rules and recording requirements relating to changes to offence or incident codes refer [1.3.8](#)

1.2.5 No Deletions

Offences and Occurrences cannot be deleted. Use appropriate [Closure Reason](#) codes to signal duplicates and errors.

In general, information should not be deleted or removed from NIA.

Deletion of information can occur when:

- Carried out by authorised people and;
- The action of removing that data or record is necessary to ensure that information held by Police is accurate, up to date, complete, relevant and maintained in accordance with Polices' policy, or
- Deletion of the content is required to comply with legislation e.g. Search and Surveillance Act, a judicial order, or an order from a proper authority e.g. Privacy Commissioner.

In addition, information may be amended or removed by appropriately authorised individuals (acting with the approval of the Service Journey & Systems Manager, Service Group) in order to protect identifiable individuals from personal risk or life-threatening situations. The information must be transferred to a related Covert Human Intelligence Source (CHIS) or Investigation Management Tool (IMT) case, along with an explanation as to why it was removed. The CHIS or IMT case must be secured with appropriate security settings.

Deletions are 'changes' as described in [1.2.4](#) so they prompt the requirement to record the information specified there.

Note: The approach is not intended to prevent the timely deletion of data, records or information entered in error or by accident e.g. removing links between the wrong core objects, replacing incorrect narrative entries or deleting erroneous charges, where those errors occur in the process of creating initial Files, Offences or Occurrence (records).

1.2.6 Use existing records and objects

Only create new Occurrences, locations, people, vehicles and other objects when no prior record or object exists. Check systems prior to creating new Occurrences, locations and objects to ensure duplication does not occur.

Note: when a File has been filed, but requires updates or changes to be recorded, the File must be reactivated. Assign the File to the employee who is making the change.

1.2.7 Cross reference across systems

Information relating to the same matter recorded in more than one Police system should be appropriately cross-referenced. The CARD event number should be linked (by recording in the appropriate structured field) to the Occurrence.

1.2.8 Record in appropriately secure systems

Content that is of a "sensitive nature" (e.g. relating to the investigation of Sexual Assaults) should be stored in the Investigation Management Tool (IMT). The IMT record should have relevant access security applied to ensure only people who require access for investigative or audit purposes are able to access it. Refer to [IMT Security and Access](#) for further information.

Guidance on dealing with Covert Human Intelligence Source (CHIS) information should be sought from the Manager Covert, within the National Criminal Investigations Group.

Refer to the PI [Information Classification and Protection](#) chapter for more information on the *Sensitive* and *Restricted* classifications.

For material carrying Government Security Classifications of *Confidential* and above, please refer to the [Protective Security Government website](#). Information carrying these classifications **must not** be entered, copied into, or attached to CARD or NIA records.

Only documents that are classified as SENSITIVE/RESTRICTED or lower should be loaded into IMT. Information classified above this level (CONFIDENTIAL, SECRET or TOP SECRET) must not be loaded to IMT.

1.3. Principles Governing Recording of Offences and Incidents

Rules in this section provide the foundation for consistent recording of offences and incidents. Offence data is used to prioritise Policing activity through identification of patterns and repeats and to ensure Police meets its legal obligations to victims. Recording of offence and incident data is a core element for intelligence, case management and official statistics and is used by researchers. **Note:** Refer to [Coding Guides](#) for information on how to apply these rules with specific instruction and examples

1.3.1 Record to Investigate – Not Investigate to Record

This standard requires information to be recorded, with the aim of using that recorded information to initiate investigations and inform decision making. It is not in keeping with the rules and principles of this standard, to withhold recording of information until an investigation determines whether an offence occurred or not.

1.3.2 The Victim is at the Centre









This standard places the victim and their safety at the centre of recording considerations. Where an offence is reported, the victim or a person acting in their interest, is to be believed unless there is immediate evidence to the contrary.

1.3.3 Types of Reports that Require a NIA Occurrence Record

To meet organisational information needs, a NIA Occurrence must be recorded when:

- A report contains information about people who are victims, suspects or offenders of an offence
- A report relates to these offence and incident types –
 - Victim Offence
 - 1X – Attempted Suicide
 - 2M – Missing Person
 - 6Y – Unaccompanied Child or Young Person
 - Fleeing Driver offences
- A report relates to these contexts –
 - Family Harm (refer [Family Harm Policy](#) for definitions)
 - Hate Crime (refer [Hate Crime Intranet Page](#) for definitions)

Always create a NIA Occurrence record for these report types

Based on Code		Based on Flag
Victim Offences	 All Victim Offences	 Family Harm All Offences and Incidents  Hate / Prejudice All Offences and Incidents
Non Victim Offences	 All Offences with a known Suspect / Offender	
Incidents and Tasks	 All 1X Attempted Suicide  All 2M Missing Person  All 6Y Unaccompanied Minor  All FLEE* Fleeing Driver <small>* CARD events coded as FLEE must be entered into NIA using the appropriate Offence code</small>	

1.3.4 NIA Occurrence Recording Rule

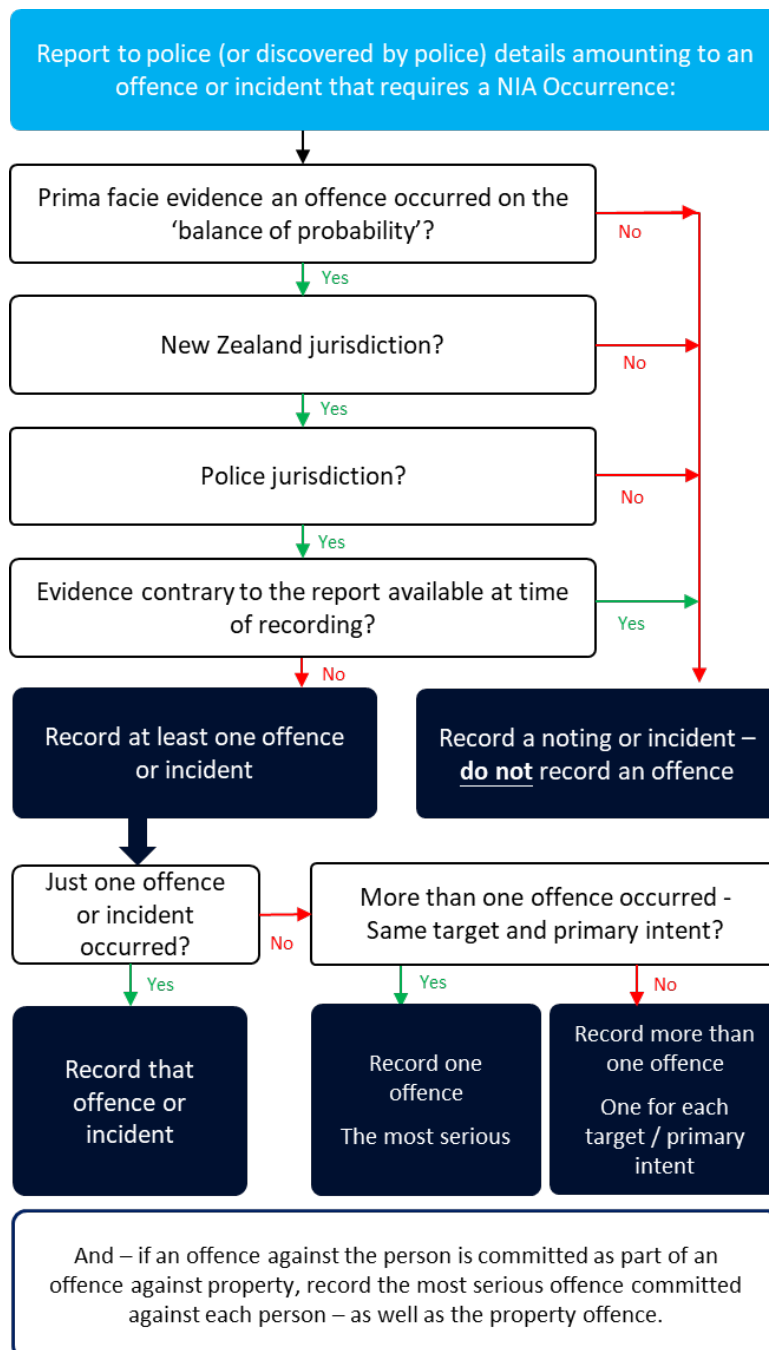
For types of report that require a NIA Occurrence, that are reported to, or discovered by Police, record that offence or incident wherever there is *prima facie* evidence that on the balance of probability the circumstances of the matter reported amount to:

- An offence defined in New Zealand law, or an incident type that is required and;
- the matter falls within the jurisdiction of NZ Police, and
- there is no immediate evidence to the contrary at the time of recording

Effectively these three principles mean that for offence recording purposes, reports about victim offences should be believed (displaying a clear victim focus), unless there is immediate information available, at the time of report, to show that the reported offence did not occur. Once recorded, the evidence relating to the offence should be tested in the investigation phase and where it's determined that an offence did not occur – the NRS prescribed 'no offence' processes should be followed.

The number of offences to record depends on the timing of the offences, the timing of the report to Police, type of offences, number of victims, intent of offender, and property or people targeted by the offender. To determine which offences to record, apply the following three principles for each separate 'report' to Police:

- If only one offence occurred, record that
- Sometimes multiple offences are committed at the same time or are repeated over time in order to achieve the offender's primary intent. Only record the most serious offence committed to achieve a given primary intent
- Where an additional offence occurs, but for a different type of purpose than to help effect the offender's primary intent, or the time, date or location of the additional offence is clearly different from the original offence, also record this offence



There is one exception to these principles:

- If an offence against a person is committed as part of an offence against property, as well as recording the offence against property, record the most serious offence that the offender commits against each person as well as the property offence

Also refer to When to Group offences into an Occurrence for more clarification and examples.

Note: Robbery is considered an offence against a person (not a property offence)

Note: For lists of codes that fit certain categories, or to search for details about a specific offence, incident, task or infringement code, see the 'Code books' page

What to Record

1.3.5 Other Non-Victim Offence, Incident and Task Recording Rule

Note: Reports or discoveries of non-victim offences, incidents and tasks that are required to be recorded as NIA Occurrences are outlined in section 1.3.3.

These report types have specific recording requirements (What to Record):

- 1X Attempted Suicide
- 2M Missing Person
- 5F Family Harm
- 6Y Unaccompanied Child or Young Person
- 5N DNA Sample
- FLEE Fleeing Drivers

For all other non-victim offences, incidents and tasks, a CARD event must be recorded in situations where:

- A Non Victim Offence or Incident has been reported to or discovered by Police or;
- Police carry out a Task and decide it is worthy of recording for administrative purposes

What to Record

1.3.6 When to group offences into an Occurrence

Group offences into an Occurrence when they are reported at the same time and:

- involve the same person or group of people (regardless of role type), and
 - take place at the same time and location or
 - are the same type of offence repeated over time

Note: Every offence and incident recorded within an Occurrence is attributed with the time, date and location of the Occurrence. So, if things that happened at different times or locations are grouped into one Occurrence it follows that the timing and/or location will be inaccurate for one or more of the things recorded.

Note: be aware that Tasks can be added to files when they occur at different times and locations. This rule only applies to grouping of offences recorded.

Examples

Yes – *Can* use the same Occurrence

- A fraud series in which all the transactions are reported at the same time. Record one offence using a wide date range. (The same type of offence repeated over time)
- A person reports being assaulted and having their property damaged during a dispute with a friend. Record both offences in the same occurrence. (Two different types of offences, each needs to be recorded)
- During a family harm investigation an assault is disclosed that makes up the latest in a number of previously unreported assaults. Record the most serious offence that occurred with a wide date range. (The same type of offence repeated over time)
- During an investigation at a family harm incident where no offence occurred, a previously unreported serious assault is disclosed that occurred two weeks prior. Record the assault offence using accurate date/time it occurred, and a reported date of the attendance at the family harm incident.
- During an investigation at a family harm incident where no offence occurred, previously unreported series of assaults is disclosed. Record the most serious offence that occurred with a wide date range. (The same type of offence repeated over time)

- During a family harm investigation an assault and rape that were committed at the same time are disclosed, record both offences in the same occurrence. (Two different types of offences, each needs to be recorded, because they happened together and are reported at the same time, use a single occurrence)

No – Use a separate Occurrence

- During an investigation at a family harm incident where an assault occurred, a historic previously unreported rape is disclosed. Record the assault in one occurrence and the rape in a separate occurrence. (Two different types of offences, each needs to be recorded and because they happened at different times use separate occurrences)
- A person phones Police to report last week items were stolen from their letterbox and this week their letterbox has been damaged. Record as two occurrences. (Two different types of offences, each needs to be recorded, because the happened at different times use separate occurrences)

1.3.7 When to group offences into a File

Group all the offences into one file when they are reported at the same time and involve the same people. Ensure time, date and place details for each offence are recorded correctly where known.

Offences must be grouped in the same file when someone reports a series of offences. This only applies where the offender/group of offenders is the same for every offence. These need not necessarily be recorded in the same Occurrence.

Never group offences into the same file when they do not involve the same people or were not reported at the same time.

Example	Count	Why
A woman reports sexual abuse, the same offender has committed many offences over a number of years	Group into one file	Because it is a series, in which all offences relate to the same people and all reported at the same time.
Neighbouring addresses have had cars broken into on the same night. Both phone and report the offences separately	Record on separate files	Because they are reported at different times, involve different victims and it is not known if the same offender is responsible
A burglary is committed. A computer is taken that is later hacked and used to commit a range of cyber and cyber-related offences	Record on separate Occurrences	Because they are not part of the same circumstances, nor did they occur at the same time / date / place.
A person is charged with receiving.	Create offence in a new Occurrence - the same File as the original theft / dishonesty offence	Because it happened at a different time / date / place but is connected to the original offence.

1.3.8 Re-coding of offences in NIA

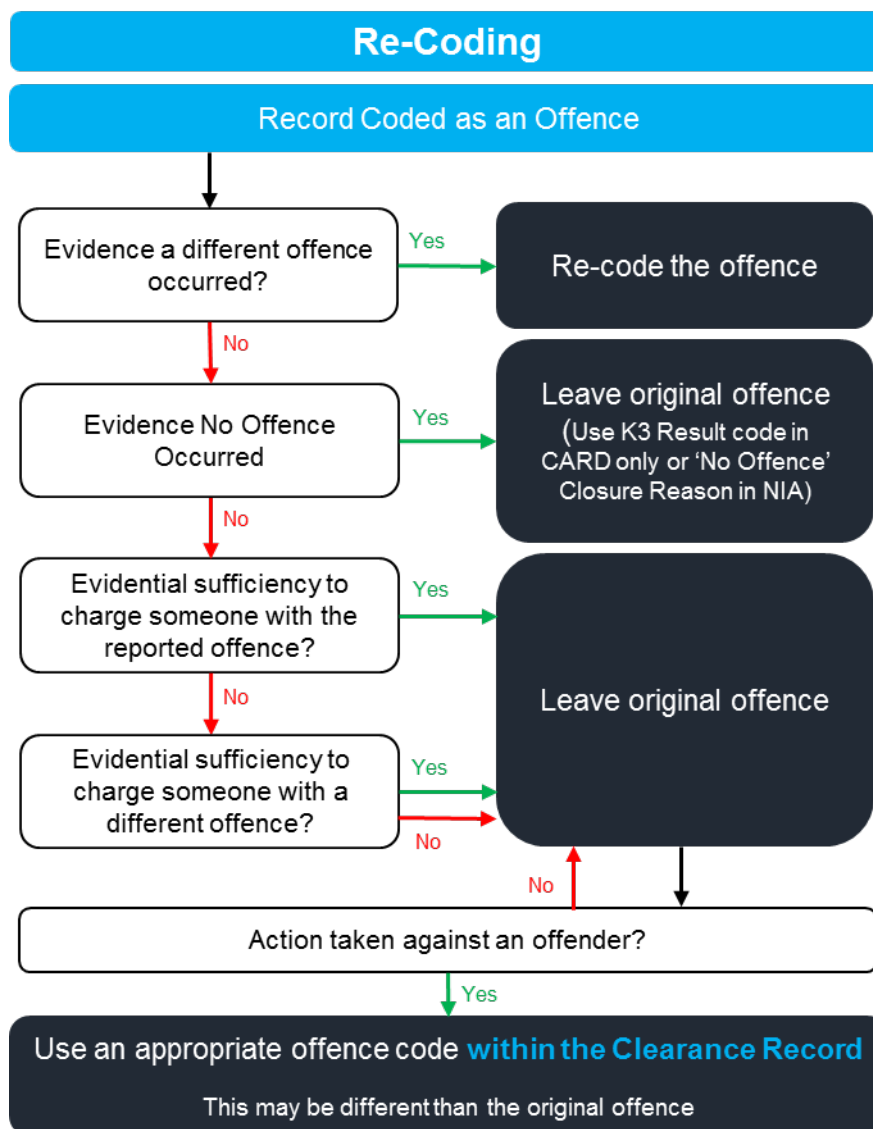
Offences **must** be re-coded to another offence in circumstances where:

- new evidence is received that indicates the original offence code is inaccurate.
- the original offence code was found to be inaccurate based on the evidence available at the time of reporting.

Offences **must not** be re-coded to another offence in circumstances were:

- evidence is received that no offence occurred. Leave the reported offence code in place and use No Offence closure reason or K3 Result code rather than re-coding.
- there is no evidence to prove the offence occurred, but no evidence it did not. Leave the reported offence in place.
- there is not evidential sufficiency to charge someone with the reported offence. Leave the reported offence code in place.
- there is a decision to charge or take any other action against a person for a different offence. Use the appropriate charge code within the Clearance Record without changing the reported offence code.

Where Courts choose to change the charge, do not update the offence code because this does not represent a Police decision. Offender links and other information relevant to the original Police decision should be retained.



1.3.9 Changes or deletions to mandated fields

When changes are made to required fields the reason for each change or deletion must be documented in the record (in the Occurrence Narrative)

- the reason(s) for the change
- who made the change, and;
- wherever authorisation is required, who authorised the change

1.3.10 Deletion of offences

Recorded offences cannot be deleted. Duplicate offences and offences entered in error must be dealt with using the appropriate 'remove offence' Closure Reasons.

1.3.11 Use of Task and Incident Codes as Flags

In situations where a 'flag' type code is required by operational policy (e.g. 6A, Police Complaint, 6C Child Protection or 5F Family Harm) this does not remove the requirement to record disclosed offences at the time of the initial report of those offences to Police.

In these situations the 'flag' code must be recorded in addition to the relevant offence codes.

Also, in situations where codes such as 1X, 1K or 1M are being used as 'flags' in the custody module, there is no requirement to record these as incidents in subsequent Occurrences.

Note: care must be taken to ensure the offence information (time / date and location) are accurate, which may mean that a separate Occurrence is required for the 'flag'

1.3.12 Do not use Task and Incident Codes as 'Holding Codes'

In principle when an offence is alleged, it should be recorded, then investigated. If what was alleged turns out to have been a different offence or not to have occurred at all, the offence / result can be re-coded / recorded as K3 – No Offence, whichever is applicable.

Situations will be reported where it is not completely clear what occurred. The requirement to record an offence, if, on the balance of probability it occurred, still applies in such circumstances. There is no requirement, at the point of receiving the report, to be sure what occurred. If an offence has been alleged and no evidence exists at the end of the attendance or reporting phase to indicate the offence did not occur, record it as an offence.

1.3.13 Recording of Family Harm

An occurrence is deemed to be Family Harm related when one or more Offences or Incidents contained within it has the Family Violence indicator selected

Whether an Offence or Incident is deemed to be Family Harm is specified in the Family Harm Policy.

Only relevant Offences, Incidents or Tasks can be flagged as Family Violence in any Occurrence. For example, Drugs Offences should not carry the Family Violence flag when they come to Police attention while attending unrelated Family Harm situations.

Applying rule 1.2 to Family Harm means 5F (Family Harm investigation) Incident code should be reserved only for instances where there is not another more specific and accurate code available.

Note: It follows that when Police attend a 5F - Family Harm Investigation and determine an Offence occurred (e.g. an Assault), that the 5F Incident code must be changed to the appropriate Offence code.

In FV Occurrences where an incident is recorded where NRS requires that only one person be linked as a subject (e.g. 1X), these should be recorded in addition to 5F and/or any other offence. These should **not** be flagged as FV, as NIA will force two subjects to be recorded. In these cases, FV status can be assumed from the occurrence FV status.

Similarly, offences or incidents that target 'third parties', such as damage to rental property that occurs in the course of a Family Harm episode, should be recorded separately on the relevant Occurrence. Such offences should not be flagged as FV to avoid having people who were not present or related to the parties involved being given FV alerts.

Note: The NRS and Family Harm Policy instructions for coding of Family Violence for Police purposes is different from the definition of Family Violence as defined by the Family Violence Act 2018 (it is a subset).

1.3.14 Recording of offences detected during execution of other duties

Offences detected during the execution of other duties must be recorded in line with offence recording rules.

Scenario	Record the offence
Police arrest someone for breach of bail and discover they possess drugs during the custody process.	As well as the Breach of Bail, record the possession of drugs offence and the outcome of that offence.
A person breaches a protection order by assaulting an applicant of the order. They are arrested for Breach of Protection Order.	As well as the Breach of Protection Order, record the assault offence and the outcome of that offence.

1.4. Rules Governing Recording of Result Codes (CARD)

Consistent recording of result and closure reason codes is important as both codes are a consideration in regard to whether something originally reported as an offence, actually was an offence.

1.4.1 Use of K1 - Police Attendance Sufficient

Reports of Offences and incidents attended by Police can only be resulted 'Police Attendance Sufficient' (K1) in CARD if a NIA Occurrence is not required – refer [1.3.3](#).

1.4.2 Use of K3 – No Offence in CARD

Record when a CARD event is originally reported as offence, but new information gathered before or at initial attendance provides evidence no offence occurred. The same 'No Offence' rules and guidance apply as specified in Closure Reason - refer [1.6.4](#)

In a Family Harm context - if a CARD event is originally recorded as an offence and it is determined there was no offence during the attendance phase re-code to a Family Harm Incident in CARD (5F) before resulting the event K6. refer [1.3.3](#)

In a Hate Crime context - if a CARD event is originally recorded as an offence and it is determined there was no offence during the attendance phase re-code to an accurate incident code in CARD before resulting the event K6. refer [1.3.3](#)

1.4.3 Use of K6 - Reported

Reports of offences and incidents attended by Police must be resulted 'Reported' when a NIA Occurrence is required, unless K9 is appropriate. refer [1.3.3](#)

1.4.4 Use of K9 - Arrest

Record when report is taken and at least one person is arrested. Can be used for both incidents and offences. Note, when a person is arrested a NIA Occurrence is required.

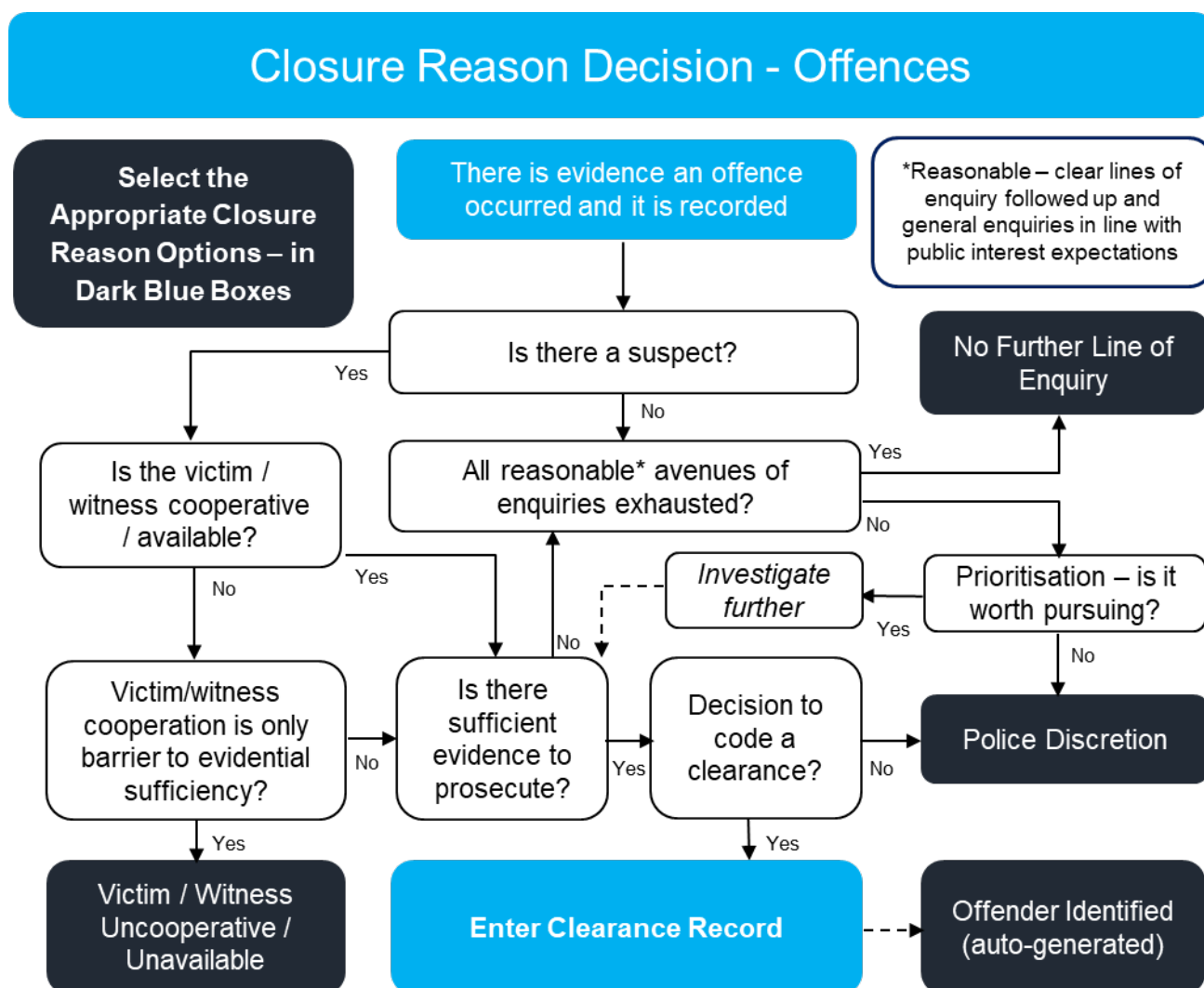
1.4.5 Use of Cancelled (CANCELEV)

Record when a CARD event is closed without Police attendance due to a change in circumstances or a CARD event was entered for information purposes only.

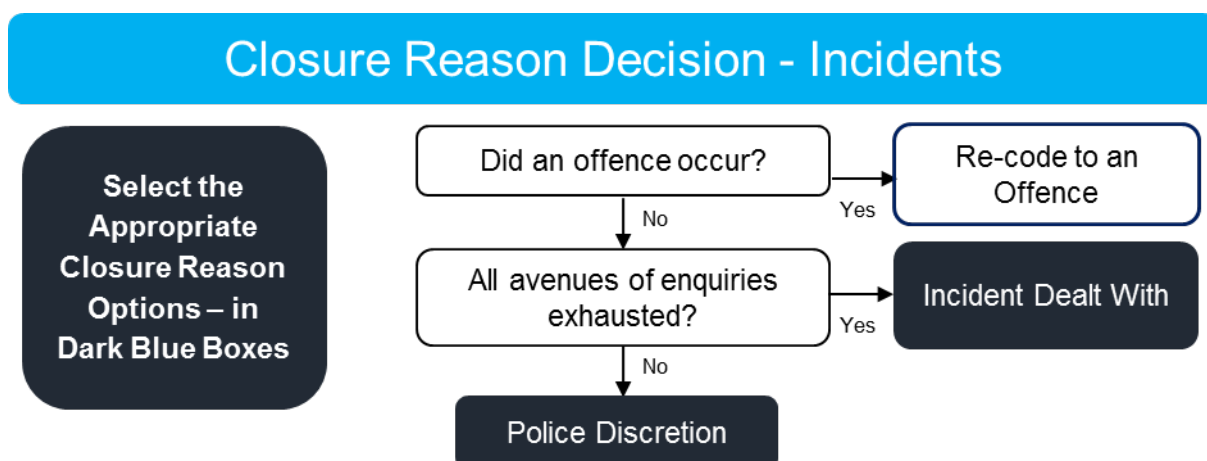
1.4.6 Use of Duplicate (DUPNCAN)

DUPNCAN is the result code generated for the non-master CARD event when two or more CARD events relating to the same Offence/Incident are merged to create one Master CARD event

1.5. Rules Governing Closing Investigations



Note: A Victim Contact must be recorded at the closure of every victim offence because the Victims' Rights Act requires victims to be informed of the outcome of their investigation and NRS [Section 6.5](#) requires all victim contacts to be recorded.



1.5.1 Use of Offender Identified

Automatically completed when a clearance record is completed. Signifies Police took action against an offender.

1.5.2 Use of Police Discretion

To be used when lines of enquiry exist but Police chose to close the investigation because other investigations have a greater priority.

1.5.3 Use of No Further Line of Enquiry

To be used when reported to Police but we cannot identify an offender (i.e. have sufficient evidence to prosecute anyone) at the time of closing, all reasonable lines of enquiry have been exhausted.

1.5.4 Use of Victim Uncooperative/Unavailable

To be used when there would be sufficient evidence to prosecute and would but the victim is uncooperative and/or unavailable. And without that cooperation or availability Police are unable to take action. Includes:

- Victim refuses statement
- Victim makes statement but later withdraws support for prosecution
- Victim unable to be located
- Victim medically unfit
- Victim dies

1.5.5 Use of Witness Uncooperative/Unavailable

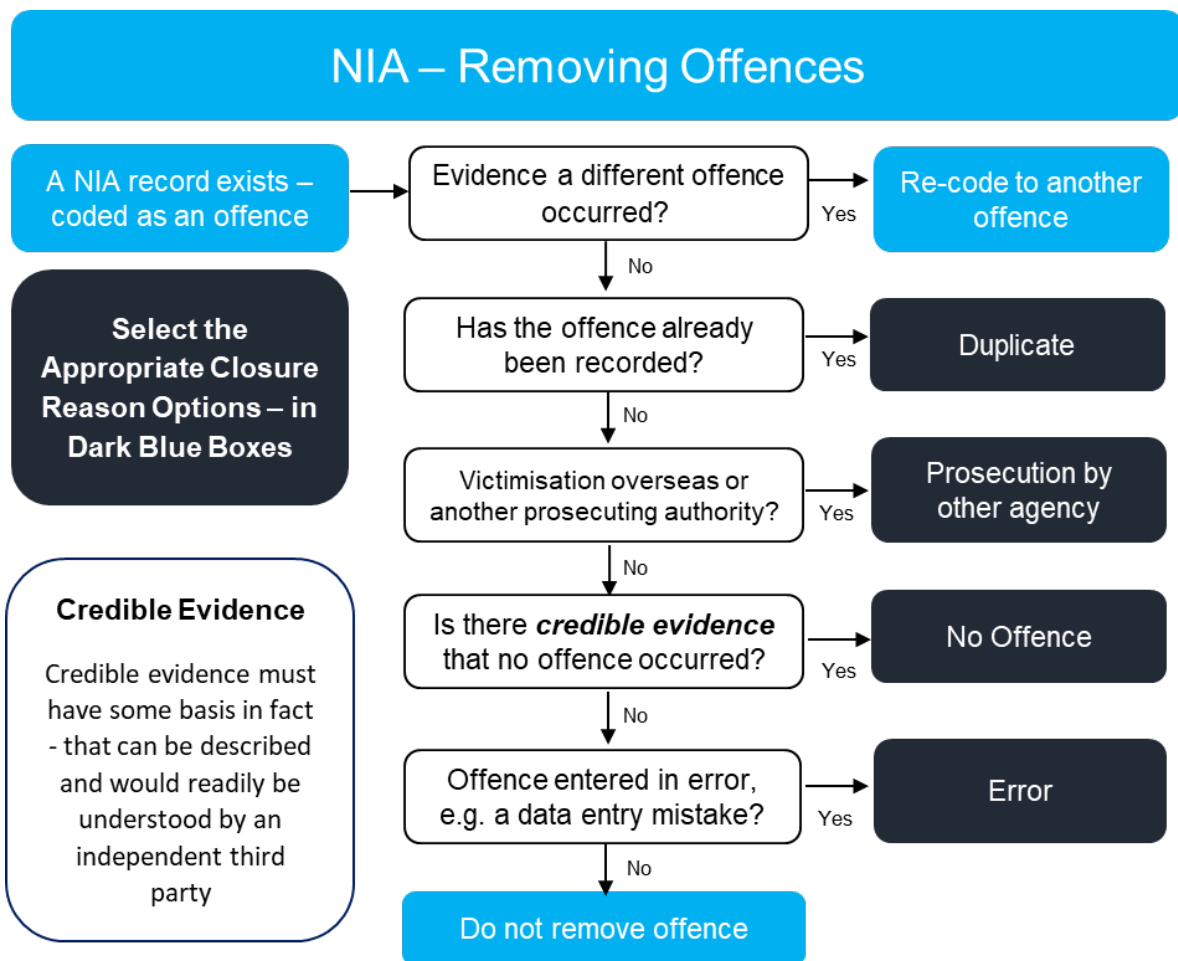
To be used when there would be sufficient evidence to prosecute and would but a key witness is uncooperative and/or unavailable. And without that cooperation or availability Police are unable to take action. Includes:

- Witness refuses statement
- Witness unable to be located
- Witness medically unfit
- Witness dies

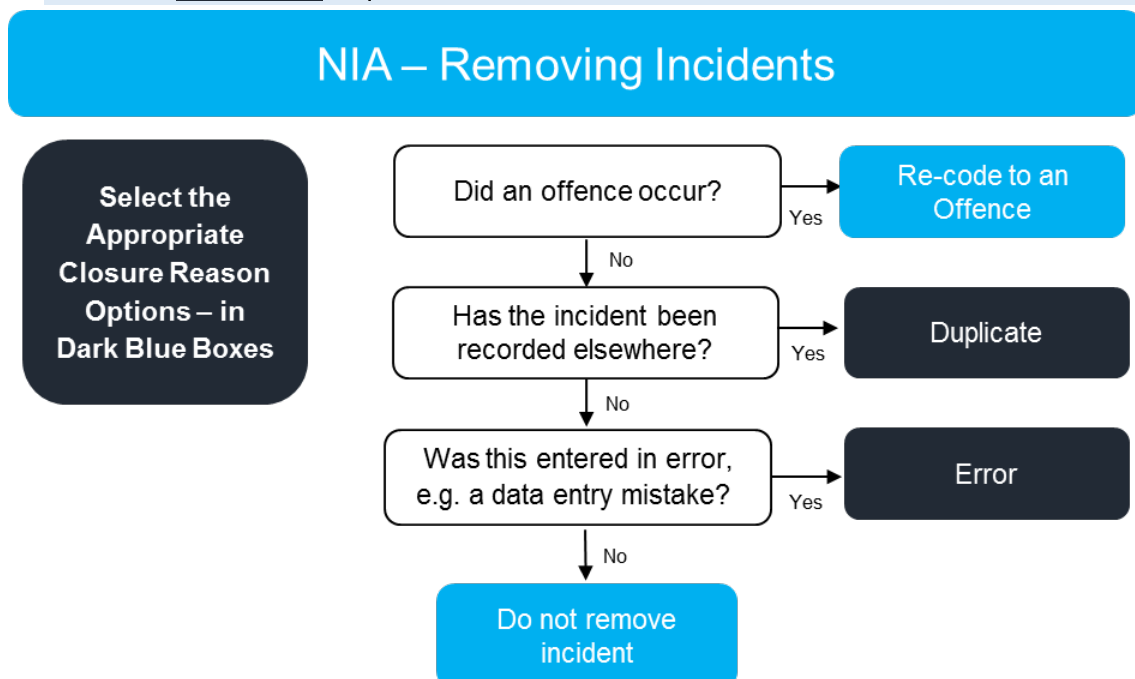
1.5.6 Use of Incident Dealt With

To be used when the situation dealt with was reported and coded as an incident (not an offence) and it has now been dealt with fully. No more action is required.

1.6. Rules Governing Removing Offences and Incidents



Note: A Victim Contact must be recorded at the closure of every victim offence because the Victims' Rights Act requires victims to be informed of the outcome of their investigation and NRS [Section 6.5](#) requires all victim contacts to be recorded.



1.6.1 Use of Error

To be used when an offence has been recorded in error or by mistake and it is not accurate to re-code to an alternative offence. Examples include:

- the offence was mistakenly recorded in the wrong occurrence
- a typo occurred meaning the wrong code was entered
- an offence code was incorrectly coded at the outset when an incident or task should have applied.

Error is not to be used for an offence:

- when an offence was reported and recorded, but either more information, or another assessment indicates another offence occurred - re-code the offence.
- when an offence was reported and recorded but the investigation determines an offence did not occur -use No Offence.
- when the circumstances at an incident are not representative of the incident code -enter an appropriate incident code.

When '**Error**' is used, evidence supporting the decision must be documented in the NIA narrative.

1.6.2 Use of Duplicate

To be used when an offence has been recorded and information has been received that the offence is already recorded (this can either be in the same or another occurrence)

When 'Duplicate' is used, and if more than one Occurrence is involved all relevant occurrences must contain sufficient detail to ensure anyone subsequently looking at the records can find all the related records:

- one occurrence becomes the primary occurrence, others are secondary occurrences; and
- the primary record narrative must contain the occurrence ID's of all secondary occurrences; and
- all secondary occurrence narratives must identify that the occurrence contains at least one duplicate offence or incident, and the narrative must provide the occurrence ID of the primary occurrence, and
- Offence description and police action / decision details from the narrative of the secondary occurrence/s must be copied into the narrative of the primary record, and
- the occurrences should be associated if practical.

1.6.3 Use of Prosecution by Other Agency

To be used when an offence has been recorded and NZ Police are not the agency **responsible for prosecuting** the offence. Note however, that a prosecution does not need to occur.

When 'Prosecution by Other Agency' Closure Reason is used, the name of the other prosecuting authority, any reference numbers and evidence supporting the decision must be documented in the NIA narrative.

Where the offence recorded is contained in the Crimes Act 1961 or the Summary Offences Act 1981 NZ Police have prosecuting responsibility. When we make the decision to allow another entity, e.g. the Military Police where the offender is an NZDF member,

or Corrections when the offender is a prisoner, **to investigate an offence**, the correct closure code is Police Discretion not Prosecution by Other Agency.

Scenario	Prosecution by Other Agency Offence? - Why
A prisoner commits a minor assault against a corrections officer and the offence is reported to Police and recorded but the decision is made for Corrections to deal with the offence internally.	No – Because Police cannot hand over the prosecutorial responsibility for the assault. Use Police Discretion closure.

Note: A Victim Contact must be recorded at the closure of every victim offence because the Victims' Rights Act requires victims to be informed of the outcome of their investigation and NRS [Section 6.5](#) requires all victim contacts to be recorded. When an investigation is taken over by another agency, the victim is to be informed of this.

1.6.4 Use of No Offence

To be used when an offence has been reported and recorded and additional verifiable information comes to light that has been documented that:

- Provides credible evidence that determines no offence occurred; or
- An offence has been recorded but prior to a charge there is documented agreement from a supervisor or prosecutions that a statutory defence exists which precludes a prosecution proceeding

When '**No Offence**' is used, evidence supporting the decision must be documented in the NIA narrative.

Where a different offence to that recorded has been identified it is appropriate to '**re-code**' to that offence rather than to use 'No Offence'. The NIA narrative must be updated to explain the reason for the re-code.

If Closure Reason 'No Offence' is used in a family harm context, also record the Family Harm Incident in the occurrence.

Note: A Victim Contact must be recorded at the closure of every victim offence because the Victims' Rights Act requires victims to be informed of the outcome of their investigation and NRS [Section 6.5](#) requires all victim contacts to be recorded. When an investigation is determined not to be an offence, this must be explained to the 'victim'.

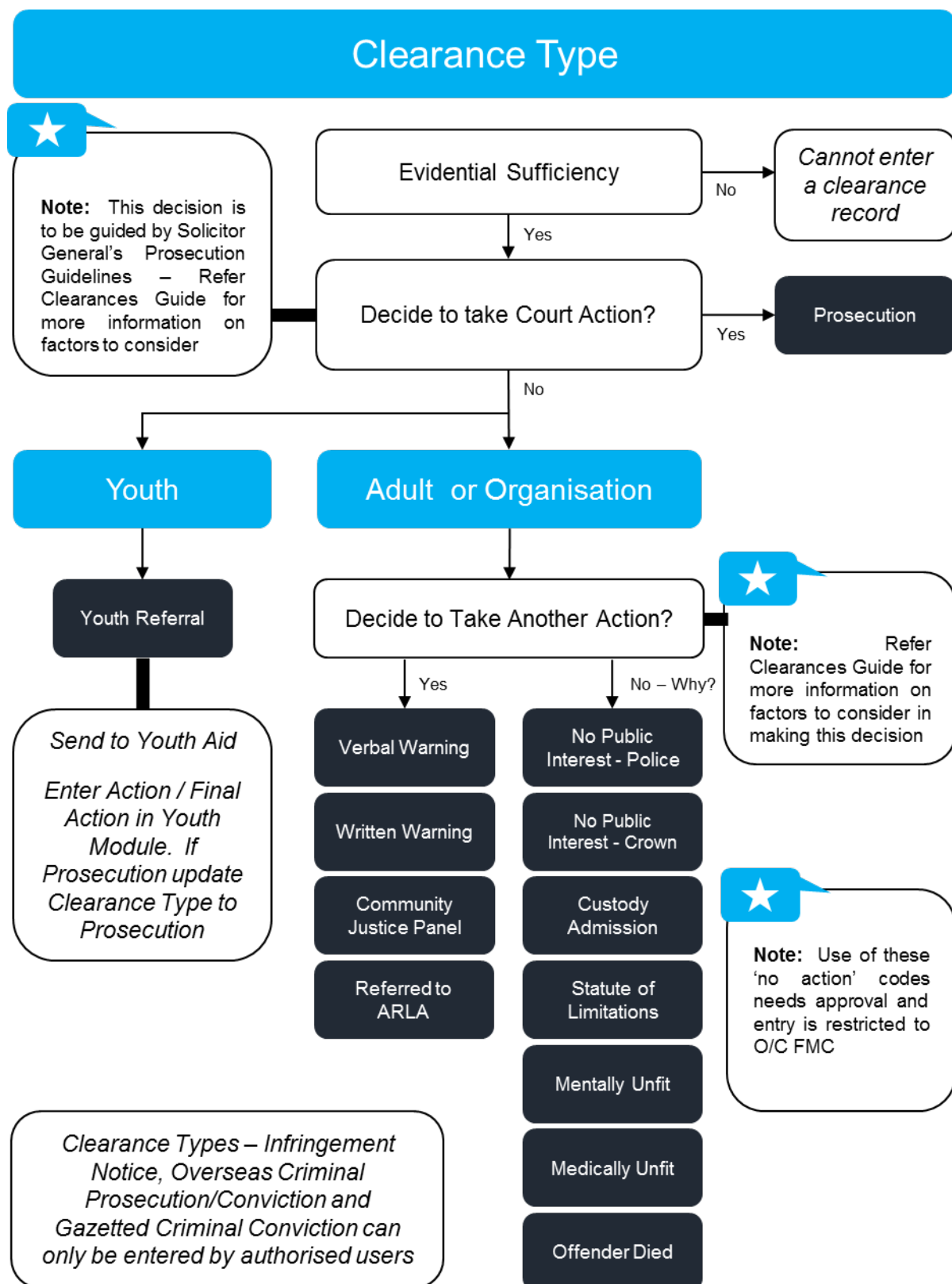
Note: it is not permitted to 're-code' an offence to an incident or task code. Why – because this effectively removes an offence without going through the correct approval process.

Scenario	No Offence? - Why
Police go to a Family Violence situation where a child witness has indicated that dad pushed mum. The victim refuses to provide a statement and is uncooperative, but it is clear there has been an argument and tensions are high.	No - Because there is no credible evidence it did not occur. It must be reported because on the balance of probabilities it did occur.
If an applicant chooses to ignore or opt out of any of the conditions of a protection order does this mean we can 'No Offence' a breach?	No. Protection order is a court order. If applicant wants order withdrawn needs to be arranged with the court.

Scenario	No Offence? - Why Offence?
A man calls to say that his son has stolen his car, that it is clear his son does not have permission to take it and that he wants his son arrested if he is found in it. He later rings back to say his son has returned the car, and wants no further Police involvement.	No - Because the vehicle was taken without permission, which constitutes an offence.
A girl makes a statement about a sexual assault. She is hesitant about making the complaint, and says she does not want to go to court. The suspect is spoken to and discloses nothing. It seems that what the girl is saying probably happened	No - Because there is not credible evidence that no Offence occurred.
Some shoes are reported stolen from a back porch. The Offender is traced and spoken to states they 'borrowed' the shoes and gave them back to the officer to return to the victim.	Maybe - If the victim confirms the 'borrowing' then that would be sufficient to use 'No Offence' closure reason in NIA.
Person with a mental health issue has a history of phoning police and alleging offences. In this latest call those responsible for investigating the offence do not believe the offence occurred.	Maybe - Each new offence must be investigated as if it has occurred. It can be closed 'No Offence' if there is new evidence indicating on balance of probability the offence did not occur. The new evidence can be evidence that negates the victims account of what happened (e.g. cameras show no 1C activity, no sign of break in)
Having been attacked person A punches person B who falls and subsequently dies. After an investigation Crown/ Legal indicate that no charges are to be brought because they are satisfied that person A acted in self-defence (a statutory defence in law).	Maybe - If upon review by Crown/Legal a decision is taken not to prosecute due to the existence of a statutory defence – 'No Offence' may be applied.
Police attend a call where people are seen breaking into a house. On arrival, investigation concludes the people breaking in live in the house and had lost their keys.	Yes - Because there is credible evidence that no Offence was committed.
A man calls to say his car is stolen, and later rings back to say there had been a communication breakdown at home and it turns out his son had borrowed it.	Yes - Because there is credible evidence that no Offence was committed, permission was granted.
A woman makes a statement about a sexual assault. The suspect is spoken to and denies. She later recants. All evidence indicates assault never occurred.	Yes - Because there is credible evidence that no Offence occurred.
A person reports they have woken in the night to find their ranch slider open which they thought was suspicious. There are no signs of entry, nothing has been moved. They are not sure if they left it open themselves. Wanted to report it for 'noting' purposes. They did not report that they thought someone else had opened it, but thought that might have happened. It is recorded initially as a burglary.	Yes – The information known by Police indicates the victim is not reporting a burglary and there is no evidence a burglary occurred. It did not meet the threshold for recording as an offence in the first place.
No offence, with an unknown victim – witnesses report a car being interfered with, a report is taken over the phone. Police later speak to the suspects and it turns out they were not interfering with a car at all. The vehicle owner is never spoken to. How should this be coded and resulted?	Yes – Because there is credible evidence that no Offence occurred. The 'victim', the owner of the car' is not known, their details cannot be recorded. Use the victim override in these circumstances.

Scenario	No Offence? - Why Offence?
An offence is recorded. After an investigation it is determined to be a civil dispute. How should this be updated?	<p>Yes – Because there is credible evidence that no Offence occurred</p> <p>Record a civil dispute on the same Occurrence and link parties involve if that is wanted (but this is not necessary.)</p>
A 9 year old is seriously injured while playing with another 9 year old. It is initially believed one child may have deliberately harmed the other child, assault is recorded. Police investigation finds that the child did not do a deliberate act nor were they reckless.	Yes - The investigation determined that no offence occurred.
Person arrested, taken to custody and Occurrence entered and linked straight away. In custody it is determined that actually no offence has occurred, and the person is released without charge or other action.	Yes – Because there is credible evidence that no Offence occurred
When a reported incident did not happen - If a 5F is reported, but it turns out there was no 5F, which result code do you use? No Offence does not apply because a 5F is an incident, not an offence	Use closure reason Error and enter an appropriate incident code for any incident or task that is initially reported, but later was found not to have happened.

1.7. Rules Governing Recording of Clearances



Note: A Victim Contact must be recorded when a victim offence is cleared because the Victims' Rights Act requires victims to be informed of the progress of their investigation and NRS [Section 6.5](#) requires all victim contacts to be recorded.

1.7.1 Recording of Clearances

What to Record

A clearance record can only be created in situations where there is evidential sufficiency to charge a person / organisation in relation to that offence.

The range of clearance type options available allow for recording of clearances where action against that person / organisation is not in the public interest, or there are other circumstances meaning they are not held formally responsible for the offence.

Note: A Victim Contact must be recorded when a victim offence is cleared because the Victims' Rights Act requires victims to be informed of the progress of their investigation and NRS Section 6.5 requires all victim contacts to be recorded.

1.7.2 Removal of Clearances

A clearance record can be removed (Cancelled) if it was entered in error (i.e. no clearance action was taken). If a clearance record is removed the related record must be updated:

- Narrative update explaining why the clearance was cancelled
- Remove the closure reason from Offender Identified (automated)
- Add a new accurate person to offence link to replace the automatically removed 'cleared offender' link

1.7.3 Use of Prosecution

To be used when court action is taken.

Includes youth prosecutions

Includes diversion

Includes where a warrant has been issued (because a charge has been filed)

1.7.4 Use of Written Warning

To be used when an offender has been issued a formal warning in writing (containing all relevant information about what the warning means).

Excludes Youth - offenders aged under 18 must receive a formal written warning (section 212 Oranga Tamariki Act 1989). Use clearance type 'Youth Referral' and if a warning is issued this will be administered by a youth aid officer and recorded in the youth module.

1.7.5 Use of Verbal Warning

To be used when an offender has been given a verbal warning

Excludes Youth - offenders aged under 18 must receive a formal written warning (section 212 Oranga Tamariki Act 1989). Use clearance type 'Youth Referral' and if a warning is issued this will be administered by a youth aid officer and recorded in the youth module.

1.7.6 Use of Youth Referral

To be used when an offender is a youth and is not being Prosecuted. This includes when the full range of interventions available to youth aid officers (other than Prosecution). Police Youth Aid determine outcome and record it in Youth module.

Includes an option for the child is under the age for criminal liability

Includes youth warnings

Excludes youth prosecutions – use Prosecution

1.7.7 Use of Te Pae Oranga

Use where an offender has been arrested and referred to a Te Pae Oranga. Only valid for offenders aged 18 and over.

1.7.8 Use of Referred to ARLA

To be used when an offender can be appropriately proceeded against for an offence by referral to the Alcohol Regulatory and Licensing Authority. Generally this is only applicable to Offences under the Sale and Supply of Alcohol Act 2012.

1.7.9 Use of Pending

To be used when entering charges in order to be able to complete prosecution form set for large operations where charges have not yet been confirmed. If charges are to be filed for the same offence at a later date then update this to prosecution.

1.7.10 Use of Infringement Notice

To be used only by authorised users – for entry using the Alcohol Infringement Offence Notice process

1.7.11 Use of Overseas Criminal Prosecution/Conviction

To be used only by authorised users – for entry using the overseas conviction process

1.7.12 Use of Gazetted Criminal Conviction

To be used only by authorised users – for entry using the gazetted criminal conviction process

1.7.13 Use of No Public Interest (requires authorisation)

To be used when it is determined there is no public interest in taking action of any sort, as per Solicitor-General's Guidelines for Prosecution. Indicate if this decision is made by the Crown or by Police.

1.7.14 Use of Custody Admission (requires authorisation)

To be used when the offender is in custody for another offence and the offender confesses and Police do not have or expect to obtain other evidence that could lead to charging the offender and the offence is not serious violence or sexual attack.

1.7.15 Use of Statute of Limitations (requires authorisation)

To be used when evidence sufficient to prosecute has been gathered after the Statute of Limitations specified time for charging has expired

1.7.16 Use of Mentally Unfit (requires authorisation)

To be used when circumstances of Offence show the offender's mental capacity means they would not be held responsible, as per Solicitor-General's Guidelines for Prosecution.

1.7.17 Use of Medically Unfit (requires authorisation)

To be used when circumstances of Offence show the offender's medical condition is such that it prevents action being taken, as per Solicitor-General's Guidelines for Prosecution.

1.7.18 Use of Offender Died (requires authorisation)

To be used where the offender has been determined but has died before any action took place.

1.8. Rules Governing Recording of People

Note: The number of victims reported in victimisation statistics is dependent on the sort of offence recorded. Details of how these counts are determined can be found in the various [Coding Guides](#).

What to Record

1.8.1 Recording of Victims

Record a victim for every offence where the [LRT – Code Book](#) specifies a victim is required. Every such Offence must have at least one person or organisation linked as a victim.

More than one victim can be linked to an Offence. Every person must be linked as the victim of an Offence when:

- they were the target of the Offence or;
- property they own was the target of an Offence

Organisation must be linked as victim of Offence when:

- property they own was the target of an Offence

Where an Offence is committed against property that was jointly owned or loaned or rented from another party at the time of the Offence, all the owners of the property, and the person in lawful possession of the property at the time of the Offence are victims.

A person or organisation **must not** be linked as the victim of an Offence when they do not meet these criteria. A person or organisation **must not** be linked as a victim of an incident or task.

Record a Support Person - When:

- the victim is a child (under 14) or young person (under 18)
- and / or the victim is deceased or incapacitated
- and / or the victim chooses to nominate a support person to receive information on their behalf
- and / or there is any other situation where a support person is wanted / needed by the victim
- and the nominated support person is not a suspect or offender for the offence the record relates to

In some cases it is appropriate for there to be a contact or support person who communicates with Police on behalf of a victim. As a rule of thumb always record a support person where the victim is likely to need help understanding interpreting the information being supplied to them.

Definition of Victims

The NRS definition of victim differs from the Victims' Rights Act definition. Police use the victim link for victim history scores, repeat victim calculations and a range of other lists and counts. Because of that, it is important that people are only linked as a victim if they

meet the narrower NRS definition. All other people, such as family members of homicide victims must be linked as 'other'.

Multiple Victims

In certain circumstances, an Offence will have more than one victim, for example where a family home is burgled and property belonging to several different family members is stolen.

No victim details known

When a victim's details are not known, or the victim links are removed, NIA requires authorisation to allow the file to be filed without a victim. Assign the file to the District Victim Managers so that they can use the victim over-ride in these situations.

Person and Organisation Victims

NIA sometimes restricts the ability to add both a person and organisation as a victim of the same offence. This issue is being resolved, but until this happens, ensure the victim who is a person is recorded.

What if it turns out there was no offence?

At closure, the closure reasons Error, Duplicate break all links to the offence – including victim. A closure reason of No Offence triggers an automated change to the victim link to Non victim – No offence.

Examples

Scenario	Victims	Why
Police go to a situation where a friend of the tenant of a Housing NZ house has deliberately smashed a window during a fight	Both the tenant and Housing NZ are victims	Because one owns the property and the other is renting it
A mother gives her vehicle to her son to drive/use and the vehicle's window is smashed while the son is using the vehicle	Both mother and son are victims	Because one owns the property and the other is borrowing it
A tenanted house is burgled	The tenant(s) is/are the victims. Record the landlord as a victim only if they have had property damaged or stolen in the burglary	The landlord could be a victim (for example if their property is damaged) but does not have to be listed. Only record the landlord as a victim if it is appropriate to do so
A person has a work laptop and leave it by a café table, where it is stolen	The laptop owner	The laptop user does not suffer a loss (but may be added as a victim if they have – i.e. it was in their personally owned bag, or held personal information)
A rented car is stolen along with property belonging to the renter. The car is recovered but some of the property is gone.	The rental car company and the person renting the car	Both suffered a loss

1.8.2 Recording of Suspects

What to Record

A person **must** be linked as suspect of an Offence when:

- Police are investigating an Offence and that person is a suspect
- Police are investigating an Offence and that person is believed to be the offender, but has not yet been apprehended.

A person **must not** be linked as suspect of an Offence when:

- they are apprehended (because this triggers an update and the person will change to being recorded as an offender)
- they are eliminated as a suspect (because this triggers an update and the suspect links must be updated to 'eliminated suspect' with an explanation for the update documented in the narrative)
- it has been determined there was no offence. This link automatically changes to 'Non-Suspect No Offence' on entry of the No Offence closure reason.

A person or organisation **must not** be linked as a suspect to an Incident or a Task.

More than one individual may be a suspect for a single Offence.

1.8.3 Recording of Offenders

What to Record

A person or organisation must be linked as the offender for an Offence when:

- Police gather the evidence required and take an action against that person or organisation and;
- Police locate and advise the offender they will be recorded by Police as being responsible for Offence
- A 'clearance' has been entered (which automatically creates the 'cleared offender' link and ensures the offence shows on the offending and warning history screens in NIA)

A person or organisation **must not** be linked as the offender for an Offence when:

- no action is taken against that person or organisation, or
- the person has not been advised that they will be recorded by Police as being responsible for the Offence
- it has been determined there was no offence. Update their link to 'other' with an explanation for the update documented in the narrative
- A person or organisation **must not** be linked as an offender to an Incident or a Task.

Taking action is limited to the actions described in the list of Clearance types including Warnings, Youth Aid, Summons, and Prosecution. For the full list refer [here](#)

1.8.4 Recording of Subjects

What to Record

A person or organisation must be linked as the subject of an incident when they are person or organisation the incident is about. For example, the deceased for a 1S-sudden death, the child missing school in a 1T-truant.

A person or organisation **must not** be linked as a subject if they are not the person or organisation the incident is about.

A person **must not** be linked as the subject of an offence.

For vehicle collision (1V) incidents record all affected people as 'Subject Of' – this includes drivers and passengers in all vehicles involved, and any pedestrians or cyclists involved. Passers-by and occupants of other vehicles not involved in the collision should be linked as 'Witness' or 'Other' as appropriate.

1.8.5 Recording of Witnesses

What to Record

A Witness is a person who has either:

- seen or heard an Offence or Incident happen, and/or;
- spoken to an alleged offender, and/or;
- can assist Police by providing information to corroborate a victim's statement, and/or;
- provide any other evidence in a statement to Police.

Witness should only be used where appropriate, and where another role type (such as offender or victim) is not more appropriately used.

An organisation **must not** be linked as a witness to an offence, incident or task.

A person **must not** be linked as a witness to a task.

1.8.6 Recording of Informants

What to Record

A person can be linked as the informant of an incident or offence when they are the person who told the Police about the offence or incident.

Informant **must not** be used where another role type that is more descriptive also applies.

1.8.7 Recording of Other People

What to Record

Other link can be used to link a person or organisation to an Offence, Incident or Task.

Other **must not** be used where another role type that is more descriptive also applies.

1.8.8 Recording of people associated to Protection Orders

Three link types exist for the purpose of linking people to a 7P – Protection Order task. These link types are not to be used for any other purpose:

- Applicant
- Respondent
- Other protected person

1.8.9 Recording of people associated with PSO's

Two link types exist for the purpose of linking people to a PSO. These link types are not to be used for any other purpose:

- Person bound by order - A person against whom a Police safety order has been issued
- Person at risk - A person whom Police have issued a Police safety order to protect. Also includes children that usually reside with that person

1.8.10 Recording of children or young people exposed to Family Harm

All children or young people (under 18 years old) directly exposed (i.e. were present and saw or heard what happened) to Family Harm must be linked as Child or Young Person Exposed to Family Harm – regardless of the offence, incident or task recorded. Children

who are normally resident at the location of any Family Harm episode, but were not present at the time must also be linked using Child or Young Person Exposed to Family Harm.

Note: Whenever a child or young person is the direct target of any offence they must be recorded as victim (as per section 1.8.1 above).

1.8.11 Recording of people in a Family Harm Episode where no offence has occurred

Three additional link types exist for the purpose of linking people to a Family Harm incident or task where none of the link types covered in sections 1.8.1 to 1.8.9 above are applicable. These link types are not to be used for any other purpose:

- Predominant Aggressor (only one link permitted for each relationship) – the person who is the most significant or principal aggressor in a familial or intimate partner relationship, and who has a pattern of using harmful behaviour to exercise coercive control
- Primary Victim (only one link permitted for each relationship) – the person (in the abuse history of the relationship) who is experiencing coercive and controlling behaviours from a family member or intimate partner
- Mutual Participant (two persons must be linked to the same incident or task where this is the applicable role) – this link must only be used once for any person where the following criteria are met:
 - There is no history of Family Harm for either party in Police's records
 - No offences have occurred at the episode we have attended (i.e. the circumstances amount to a verbal argument only)
 - No pattern of coercive or controlling behaviour can be established through our investigation (i.e. the roles of Predominant Aggressor and Primary Victim cannot be determined)

1.9. Rules Governing Recording of Dates/Times

1.9.1 Recording Start Date/Time

Record the date and time the offence/incident occurred. If the exact date and time is not known enter the earliest date and time the offence/incident could have possibly occurred

1.9.2 Recording of End Date/Time

Where precise time of the offence/incident is unknown, enter the end date and time relative to last possible time the offence/incident could have taken place.

End Date/Time must not be earlier than Start Date/Time or later than date/time the offence was reported or discovered.

1.9.3 Recording Reported Date/Time

At times there is a large delay between when something happened and when it is first told to Police. A reported date and time is date and time a person reported something to Police or date and time when Police discovered something.

Note - Having the most accurate date allow gives police visibility to other offending that happened in the same area at a similar time. Dates and Times can be updated as more information becomes available

Examples

Situation	Dates/Time to use
Credit Card stolen in Burglary (Already reported) then fraudulently used over the next few days.	<p>Start Date/Time is the first time the Credit Card was used.</p> <p>End Date/Time is the last time the Credit Card was used before the victim made a report to police.</p>
<p>The Victim's reports a burglary of there holiday home. They are unsure of the exact date of the offence.</p> <p>The Neighbour has CCTV but is currently overseas.</p>	<p>Start Date/Time – Enter the date/time the holiday home was last known to have been secure.</p> <p>End Date/Time – Enter the date/time when the holiday home was discover after the burglary.</p> <p>When the neighbours return they provide CCTV footage which identifies the date and time of the burglary. update the NIA Occurrence to reflect the new information.</p>
The victim reports being assaulted last night. The victim knows the date and time of the offence	<p>Start Date/Time – Enter the date/time the Assault took place.</p> <p>End Date/Time – leave blank, the victim could articulate the exact date and time</p>
The victim reports being assaulted last night. While attending the victim advises police of previous assaults by the same suspect which were not previously reported	<p>While the exact date and time are known for the last offence, we need to record the previously unreported offences.</p> <p>Start Date/Time – Enter the date/time The victim believes the first unreported offence occurred.</p> <p>End Date/Time – Enter the date/time of the last offence</p>
A victim reports a series of fraudulent transactions on her Credit Card over the past few days.	<p>Entered the fraudulent transactions as a single offence refer Grouping of offences. Use the wide date range to show when the offending took place.</p> <p>Start Date/Time – Enter the date/time of the first transaction.</p> <p>End Date/Time – Enter the date/time of the last transaction</p>

1.10. Rules Governing Recording of Locations

Locations form the basis of many operational, intelligence, performance and statistical needs. Ensuring locations and addresses are recorded as accurately as possible is one of the most important aspects of recording covered by this standard.

1.10.1 Recording of All Locations

Where possible record locations as geo-coded street addresses. Record as much information as known about locations, including street and flat numbers, RAPID numbers, suburb and landmark or common names where applicable.

1.10.2 Recording of Occurrence Locations

If any part of an offence occurs in New Zealand it is deemed to be in our jurisdiction, so we must record it. This includes:

- where the victim was in New Zealand at the time of the offence, but the actual location of the Offence or Incident cannot be accurately determined
- offences committed in transit.
- offences were committed online/in cyberspace, where the victim or offender was in New Zealand refer 1.10.3
- offences on ships in international waters or aircraft in international airspace where the offence comes within New Zealand jurisdiction

Generally, any offence, Incident or Task must be recorded with a location in New Zealand. Use the following rules in order of precedence to determine which location to record:

- If the location of the victim of the Offence at the time of the Offence is known, and is in New Zealand, then record the Offence as having occurred at that location
- Where the offence occurred in transit then record the location as the street address where the journey ends. Refer Coding guide
- For offences on ships or aircraft leaving or arriving in New Zealand, record the location of the Offence, as being the Port or Airport of arrival or departure within New Zealand
- If the location of the victim is unknown, or is in cyberspace, but the victim was in New Zealand at the time, record the offence location as the victim's home address.
- If there is no victim and the location at the time of the Offence cannot be determined, or is in international waters, then record the location of the Offence as the Police Station or Call Centre where the Offence was first reported to Police.

1.10.3 Offences and Incidents that occurred outside New Zealand

Where provisions such as those in section 144A of the Crimes Act 1961 apply, the Offence, victim and offender will all be located outside New Zealand. In such instances, record the Offence as having occurred at the address in New Zealand where the offender normally resides.

Where a New Zealand resident/citizen is reported to New Zealand Police as missing overseas record the location the subject went missing which will be a Foreign Location.

The Crimes Act 1961, section 6 places offences committed outside New Zealand outside jurisdiction – subject to provisions in section 7, any other provision in the Crimes Act 1961, or any other enactment.

Where Offences are reported to New Zealand Police that occurred outside New Zealand and are the jurisdiction of another country, details of the Offence should be recorded as an incident using the *7B – Interpol* classification.

Examples

Scenario	Location
A New Zealand resident is the victim of a trans-national scam and has had funds stolen from their bank account electronically while in New Zealand. The location of the offender cannot be determined, but the IP address of the offender is known to be offshore	Record as having occurred at the victims address
A passenger on an aircraft flying from Australia to New Zealand is the victim of a theft Offence somewhere over the Tasman Sea (this is covered in section 8 of the Crimes Act 1961)	Record as having occurred at the port of arrival

1.10.4 Recording of Scene Types

Scene Type must be recorded for all offences and incidents. Selection of the scene type should reflect the type of place the offence occurred or began to occur. Refer [7.4.19](#) for definitions.

1.10.5 Recording of Addresses

For people who normally live in New Zealand, their residential address should be recorded and flagged as their primary address.

For people visiting New Zealand this should be their home address in their home country.

Visitors contact details while in New Zealand must also be recorded in order they can be contacted if necessary. If transient this should be the contact address they provided on their immigration card upon arrival in New Zealand.

If Police enquiries indicate a person's address is incorrect then records must be updated. This includes the expiry of links to an address if that link is no longer relevant and updating NIA with the most accurate known address information.

A residential or home address is a location that is linked to a person and refers to the place they reside or call home. This address can be flagged as a primary address. The address that relates to the last known home address should be flagged as the primary address.

When someone's address is not known, select Location Type 'Unknown' and add any comments about why the address is not known.

When someone is transient and has no address, record Location Type 'No Fixed Abode' and select name of town or city the person is believed to usually be found.

1.11. Rules Governing Recording of Vehicles

What to Record

1.11.1 Recording of Vehicles

Information must be recorded when vehicles (including boats) are referred to in an Occurrence. The LRT – Code Book specifies when vehicles are required to be linked for specific Offences or Incidents. Where vehicles are required, they must be linked either as vehicles or items (refer below).

Information about stolen vehicles and stolen vehicle license plates must be recorded within 4 hours of being reported.

The Land Transport act specifies what is considered to be a vehicle and also specifies when a vehicle is considered to be a motor vehicle. A rule of thumb is that if that vehicle were to be driven (or drawn) on a road, if it meets the requirements to require vehicle registration, then it is considered to be a 'motor vehicle' for the purpose of this standard.

Link a vehicle as a vehicle when it is considered to be a motor vehicle. This includes registered & non registered vehicles such as cars, trucks, motorbikes, farm bikes, , quads, tractors, diggers and trailers.

Link a vehicle as an item when it is not considered to be a motor vehicle. This includes push bikes, e-bikes, push scooters, e-scooters & mobility scooters.

Vehicles do not include children's toys, a vehicle running on rails or a vehicle designed for amusement purposes and used exclusively within a place of recreation, amusement, or entertainment to which the public does not have access with motor vehicles.

1.12. Rules Governing Recording of Items including Firearms

What to Record

For Firearms, Firearm Parts, Ammunition, Explosives and Stock / Animals the item must be created even if the serial number is not known

1.12.1 Recording of Firearms, Firearms Parts, Ammunition, Firearms Licences and Explosives

For the purposes of this standard, firearms include replicas, antiques and airguns of all types.

When entering Firearms as Items, each firearm must be entered as a separate item (i.e. have a quantity of 1), as per NRS [6.8.5 relating to Quantity](#).

A Firearm, Firearm Part, Ammunition, Firearms Licence or Explosive must be created as an item and linked to an offence or incident, regardless of whether a unique identifying number is known, when they are:

- Reported or discovered lost or stolen

When a firearm is found, recovered, seized or surrendered, check all relevant systems to establish if it was previously reported as lost or stolen:

- Where the firearm was previously reported as lost or stolen:
 - update the narrative of that existing record with the new information
 - add the firearm as an item to the new Occurrence (relating to the finding, seizure, surrender of the firearm)
 - update the status of the firearm item to 'located'
 - associate / cross reference Occurrences

Check NIA and PROP to identify whether records already exist about the firearm having been previously reported lost or stolen. Be thorough, check associated names and addresses.

While there is no specific requirement to routinely record found, recovered, seized or surrendered firearms in NIA if they were not already recorded in NIA, recording in NIA remains optional.

There are rules in [Section 1.2](#) of this standard, that relate to the requirement to update records when new information is available, to document all changes and to cross-reference records where necessary. How these should be applied in the context of found, recovered, seized or surrendered firearm is documented below. It is very important that the records about specific firearms are able to be linked, and that their item status is current.

1.12.2 Recording Stock / Animals

An item(s) must be created and linked to an offence when stock (cattle, sheep, deer, pigs, horses) are reported or discovered stolen. Refer Theft of Animals/Killing Animals for Parts

1.12.3 Recording of Push Bikes/Scooter & eBikes/eScooters

An item must be created and linked to an offence when any of the items are reported or discovered stolen – even if a serial number is unknown – refer 1.11.1

1.12.4 Recording of Uniquely Identifiable Items

An item must be created and linked to an offence when property that has unique identification numbers, names or marks or is rare or unusual or very valuable is reported lost, found or stolen.

Items reported lost, found or stolen that have a known unique identification number, name or marks or is rare or unusual or very valuable should be recorded as items, this excludes bank/gift cards. It is recommended that bank cards be cancelled and destroyed as the card number may have been compromised.

Notes on Property Items

Always record property as an item if it is rare or you have information about that item that sets it apart from other similar items. This is because checks can be done that, together with the time, date and circumstances associated to the property record, help Police reunite property with its owner and connect offenders to offences.

Please refer to the Receiving Property and Exhibits chapter of the Police manual for more information about how lost and found property must be dealt with. Specifically it refers to what should be done in regard to lost passports, and what must be done when an item is lost without hope of recovery.

1.13. Rules Governing Recording of Accounts

What to Record

1.13.1 Recording of Accounts

An 'account' must be created and linked to an offence when information is received identifying an account that was used by an offender as part of the commission of an offence.

This requirement is intended to ensure that any accounts used by an offender are recorded in a way that means links between offences can be made and patterns can be identified.

Part 2 - Coding Guides

2.1. Offences Against the Person Coding Guide

National Recording Standard rule [1.3](#) outlines the principles which govern when offences must be recorded and rule [1.8](#) outlines when victims must be recorded. For offences against the person:

- with the exception of threats (see below) - it will always be a person being targeted, the victim. In practice this means an offence needs to be recorded for each victim
- the primary intent options are likely to be: kill, injure/hurt, threaten, neglect, gain (e.g. robbery and extortion), gratification (sexual assaults)
- record the most serious offence against the person even when it is part of an offence against property
- if a vehicle is taken in a robbery, link that vehicle to the offence as stolen
- record every person offended against as a victim.

For threat offences:

- record one offence per threat directed against any individual or group. A threat may have one or many individual victims depending on circumstances – record all victims affected by the threat (for any offence)

Includes:

Division 01 – Homicide and related offences

Division 02 – Acts intended to cause injury

Division 03 – Sexual assaults and related offences

Division 04 – Dangerous or Negligent Acts Endangering Persons

Division 05 – Abduction, harassment and other related offences against the person

Division 06 – Robbery, extortion and related offences (refer [2.2](#))

2.1.1 Coding Definitions

When selecting a code always ensure the code reflects the appropriate Act, section and sub-section relating to the offence that occurred.

Legal Definitions and Ingredients for Assault Offences

Refer [Assaults and Injuries to the Person Investigation Guide](#) for ingredients, and legal definitions of terms used to describe Assaults.

Refer [Sexual Offence Investigation Guide](#) for ingredients, and legal definitions of terms used to describe Sexual Offences.

At times Police code options are more specific than corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate in these situations.

These words are used in Police offence codes and are not part of the relevant legislation.

Firearm - includes all firearms such as airguns, handguns, rifles, shotguns where they are used or threatened to be used any way

Seriousness of Common Assaults

Use the [Investigation Guide](#) – see Common Assault (section 196 - Crimes Act 1961) examples when determining if an assault should be coded as a Serious Assault (Crimes Act) or a Minor Assault (Summary Offences Act).

If a Common Assault is determined to be a Crimes Act assault and it involved a male assaulting a female, code Male Assaults Female.

Stabbing Cutting Weapon - includes sharp weapons intended to cut or pierce through skin such as knives, swords, scissors and spikes

Other Weapon - includes all things used as weapons that are not firearms or stabbing cutting weapons

Manually - to be used when no weapon is used

Domestic - includes all common assaults between people where the offence is classified as family violence

Taxi Driver - includes assaults on people who are working as paid taxi drivers at the time of the assault

Legal Definitions and Ingredients for Sexual Assault Offences

Refer Sexual Offences Investigation Guide for ingredients, and legal definitions of terms used to describe sexual assaults.

The NRS and Family Violence Policy instructions for coding of Family Violence for Police purposes is different from the definition of Domestic Violence as defined by the Domestic Violence Act 1995 (it is a subset).

The definition of Family Violence can be found in the [Family Violence Policy](#).

2.1.2 Weapons and Injuries

Most Offences Against the Person are flagged in the [LRT-Code Book](#) as requiring both weapon and injury to be recorded. This requirement relates to the 'Injury' and 'Weapon' fields in an offence record. The injuries and weapons recorded should match the code selected (e.g. an offence coded Injures with Intent to Injure (stabbing cutting weapon) must have an injury and a weapon recorded that match this description).

Weapons

Record a weapon type and sub-type within an offence when:

- That offence relates to the unlawful possession any weapon, or,
 - That offence involves a firearm, or,
 - An object is presented and used as a weapon to assault or threaten or intimidate someone
-
- Where a single weapon is used – record the type and sub type best reflecting the weapon used
 - Where multiple weapons are used in committing a single offence involving injury to the victim, record only those weapons used to injure the victim
 - Where multiple weapons are used in committing a single offence but without injury to the victim, record all weapons involved in committing the offence

Record 'No Weapon Used' when:

- A weapon is not used by the offender
- The offender threatens to use a weapon, but the weapon or the offender, or both are not physically present with the victim
- The offender threatens to use a weapon, the offender is physically present with the victim, but there is no weapon presented or seen by the victim

- Where an object is used as a tool to enter a building or vehicle
- Where an object is used to damage property

Example	Weapon
The victim receives a text from an ex-partner saying they will come around and shoot the victim.	Record <i>No Weapon Used</i> . The threat was made online and no physical weapon has been used.
The victim and offender are both present and arguing. The offender holds up a knife and threatens to stab the victim with it.	Record the Weapon Type as <i>Cutting/Stabbing</i> , with the Subtype – <i>Knife</i> because the knife is present and used in the threat
The victim and offender are both present and arguing. The offender holds up a finger imitating a gun shape and threatens to shoot the victim.	Record <i>No Weapon Used</i> . There was no weapon present / used.
A person says they have a gun in their pocket, and threatens to use it.	Record <i>No Weapon Used</i> . There was no weapon presented / used.
The offender has assaulted the victim with a bat.	Record the Weapon Type as <i>Striking</i> , with the Weapon as Subtype - <i>Bat</i>
The offender has punched the victim	Record <i>No Weapon Used</i> . Fists are not classed as a weapon
You come across a person carrying a knife with no reasonable excuse	Record <i>Knife</i> . The person was carrying a knife in a situation where it is unlawful for them to possess it
CCTV shows the offender breaking into a shop using a crowbar	Record <i>No Weapon Used</i> . The crowbar has been used as a tool to break in, it has not been used as a weapon against a person
A male threatens a victim with a knife and crossbow before stabbing them with the knife	Record the Weapon type as <i>Cutting/Stabbing</i> , with the Subtype <i>Knife</i> . Because the victim was injured with the knife, only the knife should be recorded as the weapon used. This is because in this situation, the offence recorded would be Assault, rather than Threats, and only the knife was used in the Assault.

Injuries

- Where there are multiple injuries, classify just the most serious
- When more than one person is injured, more than one offence must be recorded – each offence and the injuries categorised should relate to a single victim.

2.1.3 When to Record

Sections [1.3.11](#) and [1.3.12](#) relate to the use of incident and task codes as flags or as holding codes. In relation to violence or sexual allegations this means that:

- For child protection issues – if the initial report discloses an offence, record it alongside the 6C – Child Protection code
- For sudden deaths – at the point in time where there is an allegation or suspicion that someone might be criminally liable for the death, record the relevant offence being investigated in addition to the 1S – Sudden Death code
- In family harm situations, if an offence is disclosed, it must be recorded as an offence in preference to using an incident code (5F). The exception is where a PSO is issued, whereby NIA forces entry of a 5F incident.
- When information is received about an offence, it must be recorded as an offence, not as a generic code such as 2I – Information, or 1Z – Other Incident.

Examples

Scenario	How Many	Why
Two people are assaulted by the same offender	2 x Assault offences 2 x Victims (one per offence)	For offences against people, each person is a separate target, so record both assaults
Two children are abducted by their estranged father	2 x Kidnapping offences 2 x Victims (one per offence)	The children are each victims in their own right
A man is seriously assaulted during a road-rage incident. He is taken to hospital and placed in an induced coma. The offender is arrested at the scene and charged with assault. A week later, the victim dies as a direct result of the injuries suffered during the assault	1 x Assault 1 x Manslaughter	The assault offence must be retained, as the offender has already been charged with this offence. The homicide offence must be recorded regardless of outcome as there is evidence the victim died as a direct result of the assault. If the offender had not been charged with assault prior to the victim dying, then the assault should be re-coded to the Homicide offence.
Offender punches, then stabs victim	1 x Serious Assault (stabbing cutting instrument)	Record only the most serious assault offence
A man assaults his wife at home. She is a taxi driver	Common Assault (Domestic)	Because it is a Family Violence situation. She was not working as a taxi driver at the time of the offence
A person goes to an address in breach of a protection order and assaults a person protected	1 x Breach of Protection Order 1 x Assault	The two offences have different targets. The breach of protection order is a breach of a court order, while the target of the assault is the victim
A person goes to an address in breach of a protection order and assaults two people protected by same order	1 x Breach of Protection Order 2 x Assault	There are three 'targets', the two victims of assault and the breach of a single protection order
A person breaches three conditions of the same Protection Order at the same time	1 x Breach of Protection Order	The offences should reflect the number of orders that are breached at any single time and place, not the number of conditions within the order

A person breaches a Protection Order, but the person protected says 'it's alright'. Can the applicant opt out?	1 x Breach of Protection Order	No. The protection order is a court order. If the applicant wants the order withdrawn they need to arrange this with the court.
A male threatens his partner in front of other people	1 x Threatening language (one victim)	While other people are present they were not directly threatened
A woman being arrested threatens to hurt Police staff. Two officers are present and the threat is general in nature, directed at them both.	1 x Threatening language (two victims)	Both officers were threatened
Scenario	How Many	Why
A person threatens to bomb a school and kill everyone at the school. How do you record the 'victim'?	1 x threats to kill (no specific victim)	No one identifiable person was threatened. Do not record a victim and use the victim over-ride (that is the purpose of the victim override functionality).
A person dies. Cause is not known at the time of the death – it is attended and coded 1S. A week later, during routine enquiries into the death a relative alleges the ex-partner poisoned the dead person. Enquiries to establish if there is any truth to that commence.	1 x 1S (at the time of the death) Plus 1 x Murder (at the time of the allegation of poisoning)	While the allegation may not end up being proven, there is a report of an offence and it must be recorded. If it is later found to be incorrect / disproven it can be K3 – No Offence resulted.
A person punches another person who falls then dies. After an investigation crown / legal indicate no charges are to be brought because self-defence is in play.	1 x Manslaughter – Closure Reason – No Offence	If a statutory defence exists and applies, then No Offence may be used.

Violent Crime Linkage Analysis System (ViCLAS)

Offences are identified by scanning NIA for the relevant codes. Codes checked are; Sexual Offences (2200, 2600, 2700, 2800, 2900), Peeping and Peering 6131, U/L in a Building 6132, and Kidnapping and Abduction (1210 and 1220). In addition to this, 1C CARD events with the supplementary data flag 'Suspicious Approach to Child' are currently being scanned to identify any incidents which may meet the below criteria and have not had an offence code added.

ViCLAS entry for attempted abductions (regardless of coding) is triggered when:

- there is some attempt to physically abduct a person i.e. more than just asking them to get in a car or go for a ride. For example where an offender gets out of their car to approach the victim, or;
- the victim is under 16 years and there is an attempt to verbally entice them into a vehicle or leave with the suspect

If a situation you dealt with is something that should be added to ViCLAS but has not attracted one of these offence codes, please inform the Behaviour Sciences Unit via email: behavioural.science@police.govt.nz

2.2. Robbery and Related Offences Coding Guide

2.2.1 Offences covered in this Coding Guide include:

ANZSOC Division 06 – Robbery, Extortion and Related Offences

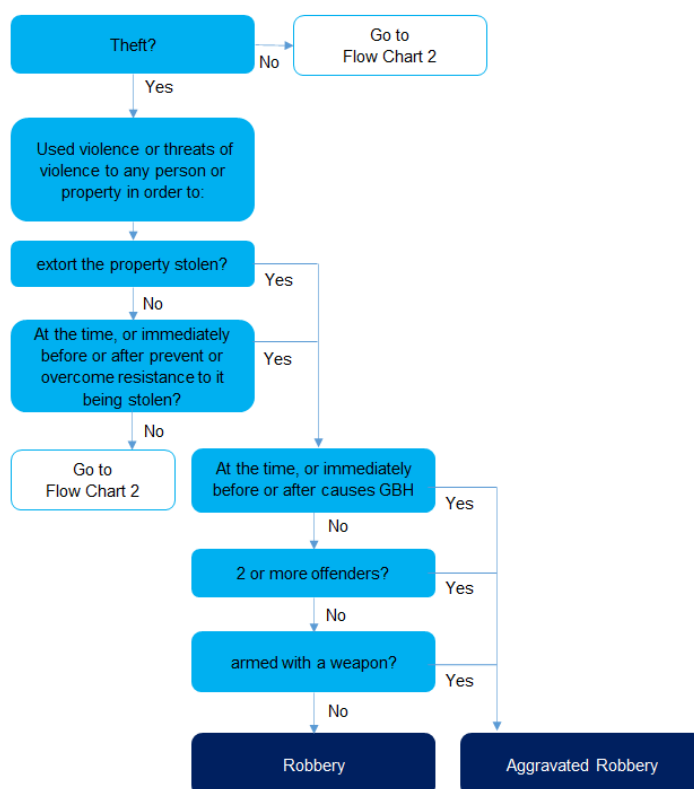
- Robbery (1321-1329)
- Aggravated Robbery (1311-1319, 1361)
- Assaults with Intent to Rob (1331-1339)
- Compels Execution of Documents (1341-1349)
- Demands to Steal (1741-1744 and 1747 and 1749)
- Blackmail (1748)

2.2.2 Applying Recording Principles and Rules

National Recording Standard [1.3](#) outlines principles governing when offences must be recorded and [1.8](#) outlines when victims must be recorded. For robbery offences a victim is:

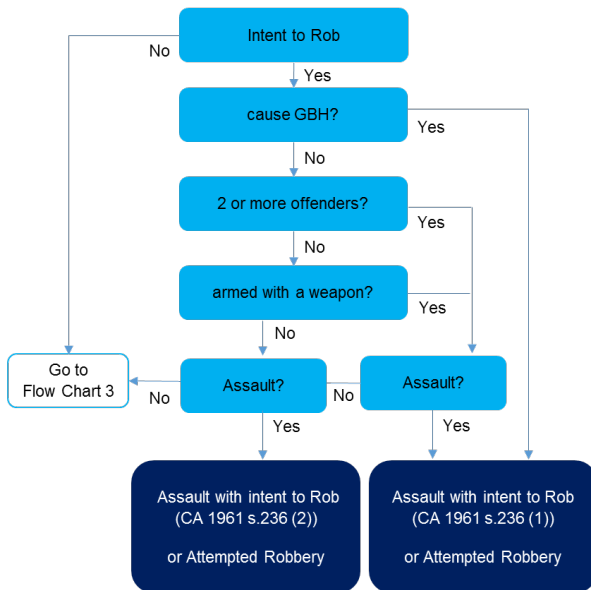
- Any person who is present and has property stolen during the commission of a robbery.
- Any person who is threatened or assaulted during the commission of a robbery or related offence (whether or not they had property taken)
- Any organisation targeted that is the owner of property stolen during a robbery, however, if an organisation is the victim of a robbery there must be a person victim as well
- Where more than one person is the victim of a robbery offence, it is immaterial how many offences are recorded as long as all victims are recorded and linked to offences that accurately reflect what happened to them.

Robbery and Robbery Related Offences - Flow Chart 1
Robbery



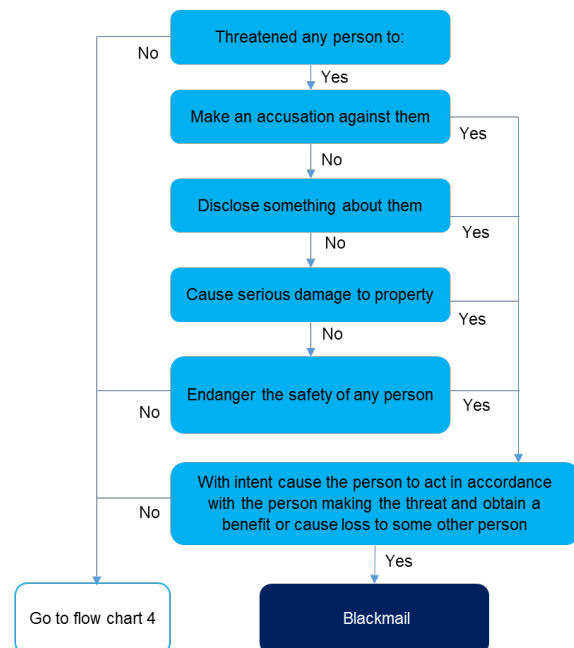
Robbery and Robbery Related Offences - Flow Chart 2

Assault with Intent to Rob and Attempted Robbery



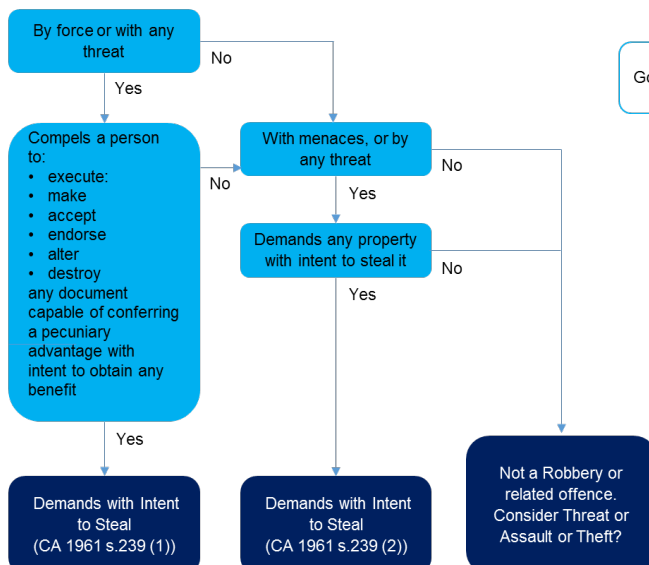
Robbery and Robbery Related Offences - Flow Chart 3

Blackmail



Robbery and Robbery Related Offences - Flow Chart 4

Demanding with Intent to Steal



2.2.3 Coding Definitions

Scenarios vary so each situation must be assessed on its merits. Codes are to be selected based on your knowledge of law, that most closely reflects what the victim said happened.

Legal Definitions and Ingredients for Robbery and Related Offences

Refer [Robbery Investigation Guide](#) for ingredients of offences and legal definitions of terms used to define robbery and related offences.

Refer [Blackmail Investigation Guide](#) for ingredients of offences and legal definitions of terms used to define blackmail and related offences Struggle / Force / Violence

‘Snatch’ type offences, degree of force, struggle

Scenario	Record	Principles
The victim is holding a phone, offender takes the the phone out of their hand. No struggle. Offender takes the phone.	Theft	Not sufficient to fall within the definition of ‘violence’
The victim is holding a phone, offender tries to take the phone out of their hand. Victim holds tight, bit of a struggle. Offender takes the phone.	Robbery	Sufficient to fall within the definition of violence
Victim is holding a phone, offender takes it out of their hand. Victim holds tight, bit of a struggle. Offender initially takes the phone, but drops it, the victim recovers the phone.	Robbery	Theft is complete when phone is moved with intent to steal it
Victim has handbag over their shoulder. Offender grabs it, and runs away. Victim is not pulled off balance, no struggle.	Theft	Not sufficient to fall within the definition of ‘violence’
Victim has handbag over their shoulder. Offender grabs it, and runs away. Victim is pulled off balance, holds on to bag for a while, bit of a struggle.	Robbery	Sufficient to fall within the definition of violence
A person has something snatched out of their hand (not initially a robbery). A bystander sees it happen, and immediately tries to stop the offender leaving and retrieve the stolen property. The bystander is assaulted.	Theft and Assault or Aggravated Assault	The violence is used to prevent escape rather than overcome resistance to the theft. (refer ‘Newell caselaw’)

No express threat of violence can still be robbery

Scenario	Record	Principles
Person walking along a public street. Group of three offenders approach and tell victim to give them the bag (no specific spoken threat). The approach is conducted in a manner that could be perceived as constituting a threat.	Aggravated Robbery	The threat can be inferred by behaviour and circumstances (refer <i>'Broughton'</i> caselaw)

Taking vehicles – is not always a theft

Scenario	Record	Principles
Victim is driving a car stopped at lights. Offender approaches with a weapon, threatens victim, requesting car and keys. Victim is able to drive off before offender takes the car.	Demands with intent to steal	While it can be argued taking the vehicle is ULT (not theft), the theft can relate to the car keys or other property in the car.
Victim is driving a car stopped at lights. Offender approaches with a weapon, threatens victim, requesting car. Victim gets out of the car, offender takes it and abandons it a few kilometers down the road.	Not robbery (consider ULT, Threats, Possession of Weapons)	Was the vehicle unlawfully taken or was it, or other property stolen?

Burglary / Robbery combinations and ram raids

Scenario	Record	Principles
During a burglary where the offender is stealing items from a house, an offender confronts a victim and threatens them with a weapon. Note: this meets the ingredients of both aggravated robbery and aggravated burglary and both are of equal seriousness.	Aggravated burglary	More appropriate than robbery because it includes all the criminal circumstances and is of equal seriousness as aggravated robbery.
During a burglary where the offender is disturbed before taking any items from a house, an offender confronts a victim and threatens them verbally.	Burglary and Threat	Theft is not complete so robbery is not complete.

Scenario	Record	Principles
During a burglary where the offender is stealing items from a house, an offender confronts a victim and threatens them verbally in order to escape with the items. Note: this meets the ingredients of both robbery and burglary and both are of equal seriousness.	Burglary and Threat	Although robbery is also complete – burglary takes into account the on property without authority element, which is significant. Same seriousness.
Petrol Station on night pay, premises locked. Offender drives a car into the glass front of the shop. The attendant is inside as vehicle driven in through wall / door. Attendant flees the immediate scene or hides. Offender takes items and leaves.	Burglary and consider Intentional Damage and Reckless Driving	Each case will need to be considered on its specific merits in regard to authority to be in the building.
Petrol Station is open and front doors are unlocked, public have access. Offender drives a car into the glass front of the shop. The attendant is inside as vehicle driven in through wall / door. Attendant flees the immediate scene or hides. Offender takes items and leaves.	Theft, Intentional Damage and Reckless Driving	There is authority to be in the shop so burglary does not apply. The circumstances do not amount to violence against a person.
Petrol Station is shut, locked and no-one is present. Offender drives a car into the glass front of the shop. Offender takes items and leaves.	Burglary	There is no authority to be in the shop so burglary applies. There is no violence or threats to a person.

When property is not stolen

Scenario	Record	Principles
Two people are walking together, they are approached and threatened by an offender with a weapon. They are asked to hand over any valuable property. Only one of the victims hands over property.	Robbery (two victims)	Theft has occurred, and threats of violence. There is no requirement for the threat and theft to apply to the same person.
The victim has borrowed the offender's phone, there is an argument followed by a struggle as the offender attempts to grab the phone back from the victim.	Assault	No theft, the offender owns the phone so has a right to the phone.

Scenario	Record	Principles
A victim is threatened by an offender who holds a knife to their throat and asks the victim to hand over their wallet. A passer by notices what is going on, the offender is scared off and runs away without the wallet.	Either attempted robbery or Assault with intent to Rob	Each situation needs to be assessed on its merits.

Shoplifting / Robbery combinations

Scenario	Record	Principles
A shopkeeper is trying to stop a shoplifter inside the shop. Shopkeeper is punched by offender, who leaves with the meat.	Robbery	Theft is still happening while inside the shop so the violence is to facilitate the theft – so robbery applies. (refer ' <i>R v Tahana [2021] NZCA 497</i> ' caselaw)
Shoplifter exits shop with stolen property. Security guard punched by offender outside the shop.	Theft and Assault and consider Aggravated Assault	Theft is complete when shop is exited so the violence is to facilitate escape, not the theft. Robbery does not apply. (refer ' <i>R v Tahana [2021] NZCA 497</i> ' caselaw)

How many offences?

Scenario	Record	Principles
Three offenders rob a bank using firearms to threaten both bank staff and customers. They manage to get away with \$10,000 in cash belonging to the bank	1 x Aggravated Robbery, Multiple victims – Bank, customers and employees threatened in the bank	The target of the offence was the bank. The intent of the offenders was 'gain'. Any threats that occurred during the Robbery were done in order to achieve the intent of 'gain' so they do not need to be recorded separately. Robbery is an 'offence against the person' the exception does not apply

Scenario	Record	Principles
Three offenders rob a bank using firearms to threaten bank staff and customers. They manage to get away with \$10,000 in cash belonging to the bank. As the offenders leave the bank, they threaten a customer and steal her purse as well	2 x Aggravated Robbery. First offence: Multiple victims – Bank, customers and employees threatened in bank Second offence: 1 x victim (Note: the customer may be a victim of both offences)	The customer has been singled out and targeted separately to the main robbery event. She has had personal possessions stolen

2.3. Burglary Coding Guide

2.3.1 Offences covered in this Coding Guide include:

ANZSOC Division 07 – Unlawful Entry with Intent / Burglary / Break and Enter

- Burglary (4111 to 4199)

2.3.2 Applying Recording Principles and Rules

National Recording Standard [1.3](#) outlines principles governing when offences must be recorded and [1.8](#) outlines when victims must be recorded. For burglary offences a victim is:

- Any person or organisation who is the owner or occupier of a building, ship or enclosed yard or agricultural land that is entered
- Any person or organisation who has property stolen during the burglary

Scenarios vary so each situation must be assessed on its merits. Codes are to be selected based on your knowledge of law, that most closely reflects what the victim said happened.

Legal Definitions and Ingredients for Burglary and Related Offences

Refer [Burglary Investigation Guide](#) for ingredients of offences and legal definitions of terms used to define Burglary and related offences.

Determining Time of Day (By Day / By Night)

For the purpose of offence recording and coding, whether to use codes labelled 'By Day' or 'By Night' - use the start time to determine day or night, with:

- Day = 6:01am to 9:00pm
- Night = 9:01pm to 6:00am

Determining Value (Under \$500, \$500-\$5000, Over \$5000)

For the purpose of offence recording and coding, the value of an item is considered to be the cost of the item for the victim. In general terms this means the amount the victim originally paid for the item and/or what the item would cost to replace as new.

Recording Value - Clarification Points:

- Where the reporting person doesn't know the exact value paid or to replace they should be asked to indicate what they estimate the item was worth.
- Where the reporting person purchased the items second hand (not as new) then the value recorded should be the cost of the item to the victim, at that time, or what the cost the victim would have to pay to replace the item in that condition.
- Where the reporting person has insurance valuations that indicate the value of items exceeds the purchase price, it would be appropriate for Police to record a value in excess of the purchase price (as that would be the 'value to replace').

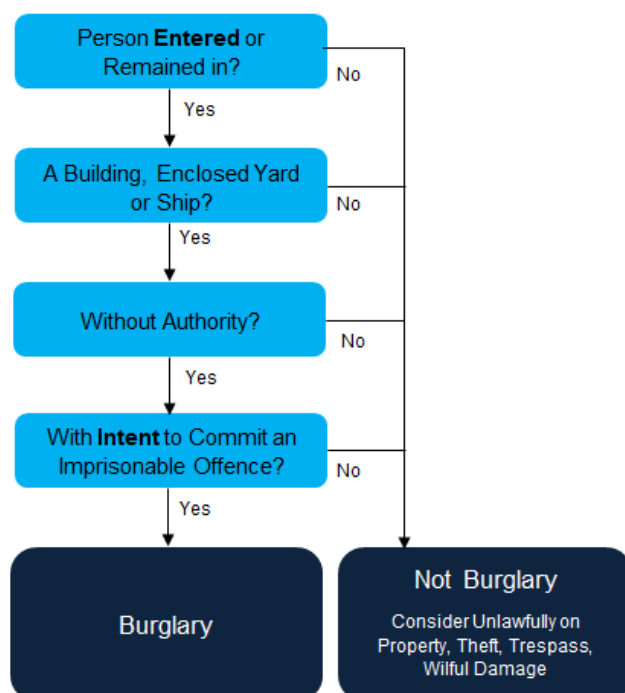
Re-coding Principles/Advice

- The value provided by the victim generally determines the appropriate code for offence recording, that's victim centric policy.
- It may, be appropriate for Police to challenge the value attributed to items by a victim as part of an investigation e.g. if they believe someone has lied or is mistaken about the reported value of an item (or items)
- An offence may be re-coded if it has been established that the initially reported value is incorrect – and a more accurate value has been **clarified** with the victim as part of an investigation.

An offence may be re-coded if the initial value entered was discovered to have been incorrectly entered by Police i.e. there was a data entry error at the point of initial recording and that is the error is identified as part as part of Police's existing administrative re-code process.

Burglary - Flow Chart 1

Burglary Ingredients – Building, Ship, Enclosed Yard



The law is clear

Committing an offence in a place you have authority to be in is one thing, but...

if you decide to go on to *someone else's property, without their authority*, with the intention of committing an offence – this is more serious. It is **burglary**.

Other Useful Links

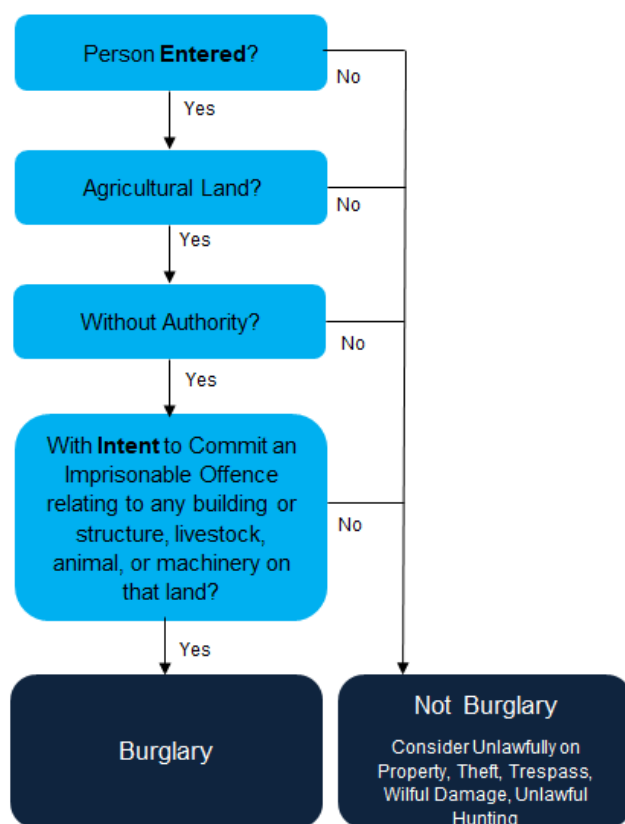
[Burglary legislation](#)

[Burglary case law](#)

[NRS – Recording of Offences](#)

[NRS – Use of 'No Offence'](#)

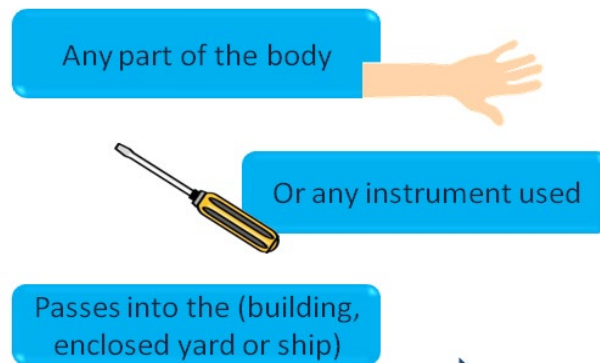
Burglary Ingredients – Agricultural Land



Farms and Agricultural Land

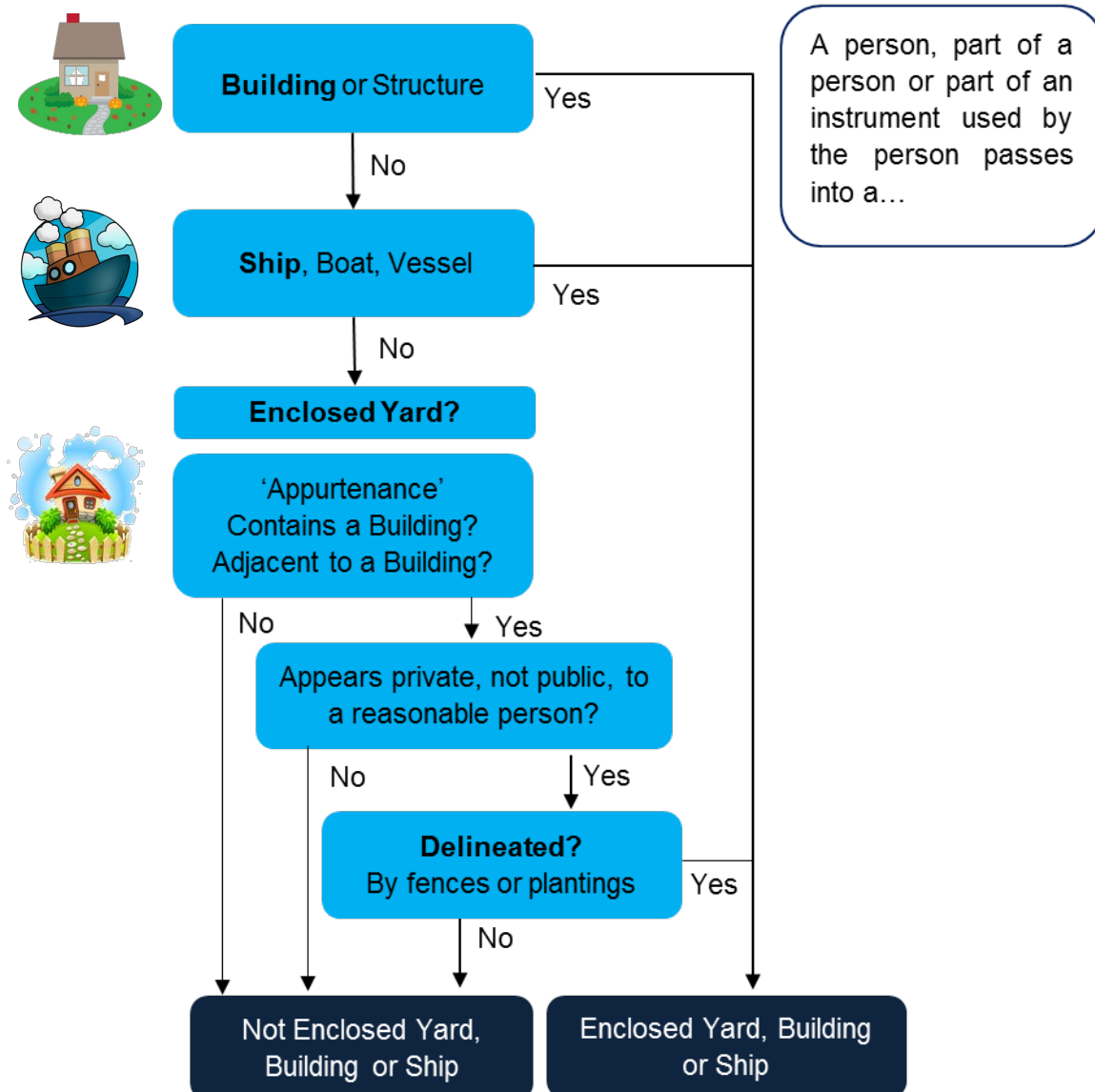
Section 231A of the Crimes Act, introduced in March 2019 makes entry on to Agricultural Land with intent to commit certain crimes a Burglary. Code 4128 applies.

2.3.3 Entry to Building, Ship or Enclosed Yard in Detail



Burglary - Flow Chart 2

Building, Ship, Enclosed Yard



Entry

Yes	No
<ul style="list-style-type: none"> ✓ A person reaching in through an open window ✓ Reaching into a boat / dinghy ✓ Reaching over a fence or hedge 	<ul style="list-style-type: none"> ✗ Life jackets are taken from on top of kayaks on a public beach (the kayak is a boat but there is no entry as no part of the body passed into the boat). ✗ A person climbing on the roof of a shop to tag the property using a fire-escape accessing the same from a public alleyway.

Building or Part of a Building

Yes	No
<ul style="list-style-type: none"> ✓ Open shed on farm property ✓ Carport or shelter ✓ Room in a boarding house ✓ Tent ✓ Caravan ✓ Campervan ✓ Staff only areas of a business, e.g. office or stockroom of a shop, behind a delineated reception desk, counter or bar 	<ul style="list-style-type: none"> ✗ Letterbox that can be accessed from a public place ✗ Street frontage of a shop

Ship

Yes	No
<ul style="list-style-type: none"> ✓ Dinghy ✓ Boat ✓ Yacht ✓ Motorboat 	<ul style="list-style-type: none"> ✓ Jet boat • Row boat ✓ Kayak

Enclosed Yard

Yes	No
<ul style="list-style-type: none"> ✓ Back yard of a house surrounded by other private property ✓ Front yard of a house on a back section, surrounded by other private property ✓ Front yard / driveway of a house with plantings or fence across some of the front boundary ✓ Mostly fenced residential section, except for an open driveway or path ✓ Car sales yard with low boundary fence with adjacent building/s ✓ Farm house grounds ✓ Fenced yard area surrounding a milking shed 	<ul style="list-style-type: none"> ✗ Open front yard with no delineation or unclear is public or private ✗ Back yard backing on to public space where no clear delineation between public and private (e.g. backing on to riverbank, public walkway/bush area) ✗ Farm paddock with no building (refer Agricultural Land) ✗ Any rural area considered too large to be described as a yard (refer Agricultural Land)

Agricultural Land

Yes	No
<ul style="list-style-type: none"> ✓ Farm paddock / field ✓ Orchard ✓ Forest ✓ Market garden field 	

Example	Offence
A vehicle is seen leaving a forestry block on privately owned land with a deer carcass secured on the back after shots are heard. There are no active permits for hunting in the block due to there being forestry workers present.	Enters Agricultural Land With Intent
A group of hunters are stopped by Police leaving a DOC forest reserve with firearms and a pig they have shot. The group are found by Police to not have the appropriate permission to hunt in the area.	Unlawful Hunting







2.3.4 Without Authority and Intent in Detail

In situations where there is no evidence to suggest anyone ever entered without authority, and that a crime occurred during a period when people with authority were present then it is reasonable to assume that someone with authority committed the crime. For example if something is stolen during a party, an open home or when visitors have been and there is no evidence to suggest anyone uninvited entered the property, then the most likely scenario is theft.

Without Authority

No implied right

Trespassed

Other Court Order



Intent

For coding purposes there is an assumption that when someone not known to the occupier enters a private property and commits the crime of theft, they most likely entered with intent to do that. Without evidence to the contrary these would be coded as burglaries at time of reporting and could be changed if more evidence comes to light.



Exceptions would be when there is an open invitation for people not known to the occupier to be at the property with authority e.g. a party, a shop, an open home or tradesmen in the house. If items are stolen in these circumstances it is more plausible that the people have entered with authority and may have formed intent to commit the crime once there. Without evidence to the contrary these would be coded as thefts at the time of reporting and could be changed if more evidence comes to light.

Most likely intent

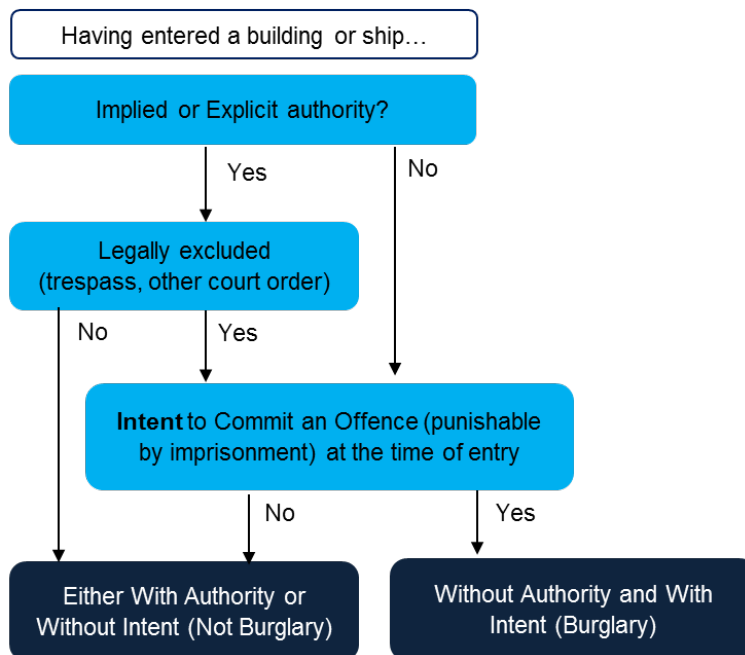
Where people with authority to be there are suspected of a crime, evidence such as signs of forced entry, search type, items targeted, timings, motive, opportunity of the suspect or anyone else need to be considered. Only code to burglary if the most likely scenario covers both the 'without authority' and 'enters with intent' aspects of the definition.

An offence punishable by imprisonment

Where there is evidence a 'building' has been entered it may sometimes not be possible to determine whether the offender had intent to commit an offence punishable by imprisonment. Example - the offender may have broken into the building to obtain shelter and apart from forced entry, nothing is taken/damaged. On other occasions it will be obvious what the offender(s) intent was.

Burglary - Flow Chart 3

Authority and intent



Authority

Without Authority	With Authority (not burglary)
<ul style="list-style-type: none"> ✓ Ex-partner with trespass orders out returns to address without knowledge of victim and takes items belonging to victim ✓ TXC in the carpark of a set of apartments which is not open to the public ✓ Places in rented holiday accommodation or party that guests are expressly excluded from (e.g. locked cupboards, garages, sheds) ✓ A contractor and 2 associates entering a workplace after hours to steal property (associates are without authority) ✓ Items taken from a place where it is possible someone with authority took the items, but there is no specific information to indicate this is the most likely scenario ✓ A person trespassed from a shop returns to the shop. This is regardless of whether: <ul style="list-style-type: none"> ✓ the trespass was issued verbally, or in writing ✓ the trespass had been previously reported to Police 	<ul style="list-style-type: none"> ✗ Items taken during an open home ✗ Property is taken from a commercial show home while it is open to the public ✗ Shoplifting (unless previously trespassed) • A car is driven on a sports ground damaging the turf. The people are there with authority (assuming no signs or locked areas preventing people, not just vehicles, from entry) • Items taken from a place where there is specific information indicating someone with authority took the items

- ✓ the identity of the trespasser is or was known

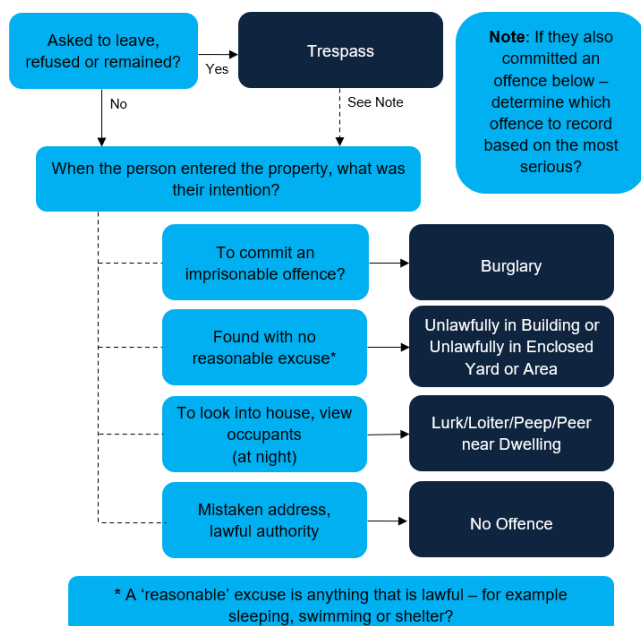
With Intent to Commit an Offence punishable by imprisonment

Yes	No
<ul style="list-style-type: none"> ✓ Commits an offence punishable by imprisonment. Examples include: <ul style="list-style-type: none"> ○ Theft <ul style="list-style-type: none"> ▪ Take plants, flowers or fruit ○ Intentional damage <ul style="list-style-type: none"> ▪ Damage done purposefully or recklessly ▪ Graffiti done inside a building ▪ Poisoning a tree ○ Intimidation <ul style="list-style-type: none"> ▪ Leaving intimidating messages ○ Making an intimate visual recording <ul style="list-style-type: none"> ▪ Video recording or photographing someone in the shower or undressing 	<ul style="list-style-type: none"> ✗ Entered a property and taken a swim in the swimming pool • Noises heard outside dwelling in yard area, no-one located, no evidence of attempted break or property taken/moved ✗ Signs a person has been into a yard, e.g. gate left open, but no evidence of attempted break or property taken/moved ✗ Person found on property, there to sleep ✗ Entered an enclosed yard only (but not inside a building) and drawn minor graffiti on an outside wall or fence (code Graffiti) ✗ Damage caused gaining entry (no other offence committed once inside) ✗ Entered yard to throw eggs, or smear excrement on a property (in circumstances not amounting to intentional damage or intimidation) ✗ Entering a property to take or retrieve property they have (or believe they have) an interest in (but consider trespass / ULOP) ✗ Entered a property to take a valueless item (e.g. cigarette butts)

2.3.5 Differentiating Between Offences – What to Record?

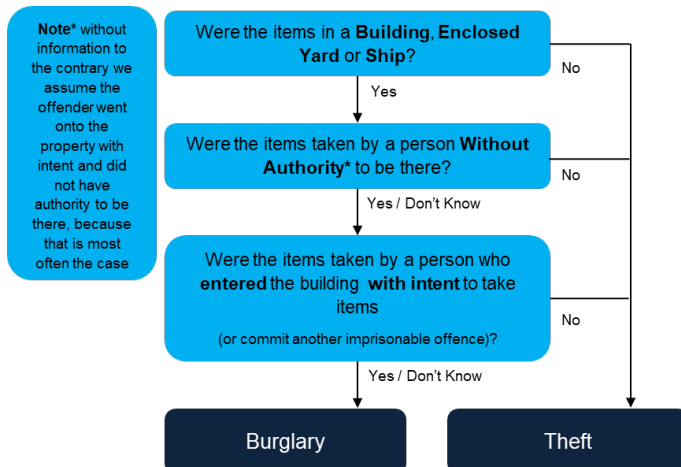
Burglary v Unlawfully on Property

Victim reports someone has been on their property without authority



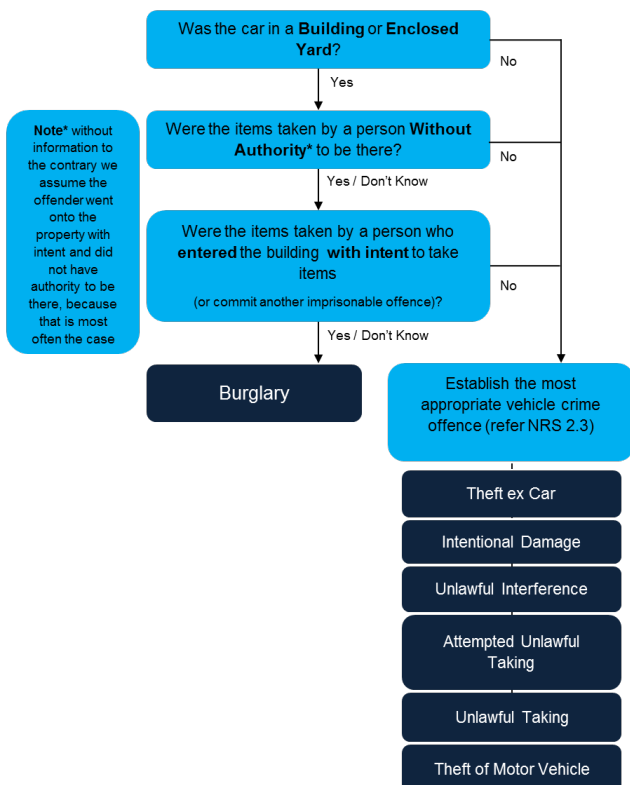
Burglary v Theft

Victim reports item(s) taken / stolen



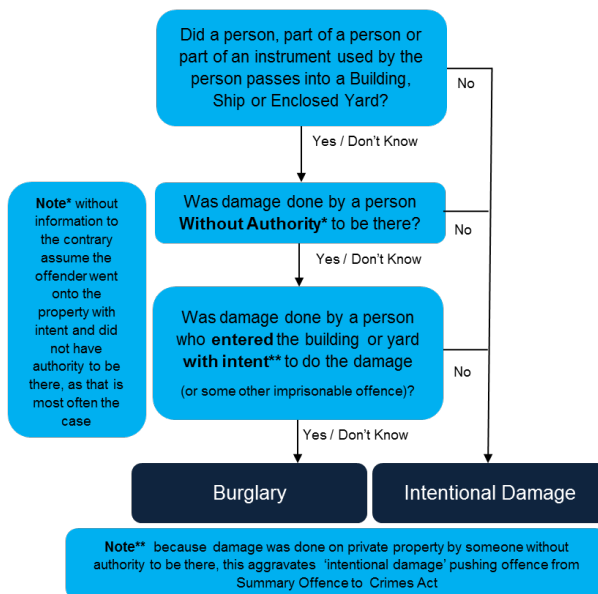
Burglary v Vehicle Crime

Victim reports car broken into, items taken from a car or a car is damaged or taken



Burglary v Intentional Damage

Victim reports structures or items in a building, ship or enclosed yard are damaged



2.3.6 Multiple Offences – What, and How Many to Record

Section 3.2 of the NRS contains the rules relating to how many offences to record. Because burglary, by definition, involves intent to commit an offence, and is often combined with theft, vehicle crime and damage type offences, it is often not that straightforward exactly how many and which offences to record.

- Where offences are committed as part of the overall burglary, only record the most serious offence unless the offence is against a person (e.g. assault or rape)
- Record one offence for each property that is separately owned, leased or rented
 - In traditional residential rental properties with multiple flatmates (regardless of if they have separate rent agreements) as one property
 - Where boarding houses or hostels have separately rented lockable rooms, treat each as a separate property
- Some locations contain multiple owners/renters and a shared or communal area such as a mall concourse or a reception or lobby area in an office or apartment block. Where this shared area has been accessed to gain entry to the internal properties do not recognise that as a separate property unless:
 - That shared area was entered without authority (e.g. a mall / office area was not open to the public at the time of entry) and;
 - That shared area was also the target of an offence

Number of burglaries – multiple victims or scenes

Record one offence	Record multiple offences
✓ 4 flatmates all have items stolen in a burglary to their home	✓ 5 shops in a mall (5)
✓ Flat is broken into, and a garage nearby belonging to the victim	✓ 5 shops in a mall and major damage or items stolen from shared concourse (6)
✓ Burglary to a block of flats under construction (one building), not closed in, all part of one large construction site	✓ 2 adjacent apartments in a block (2)
	✓ 2 hotel rooms in same hotel (2)

Burglary combinations with Vehicle Crime

Record one offence	Record multiple offences
<ul style="list-style-type: none"> ✓ Attempted ULT in an enclosed yard (do not record an extra offence for attempts) ✓ Campervan broken into then items taken from it 	<ul style="list-style-type: none"> ✓ Trailer or other vehicle stolen in a burglary (1 Burglary and link the vehicle to the offence as 'stolen') ✓ 3 cars are taken from an enclosed yard (1 Burglary and link the 3 vehicles to the offence as 'stolen') ✓ 1 boat on a trailer stolen from an enclosed yard (1 Burglary and link the trailer and the boat to the offence as 'stolen') ✓ Quad bike taken in a burglary (1 Burglary and link the vehicle to the offence as 'stolen') ✓ Campervan stolen and items taken from it (1 Burglary and link the vehicle to the offence as 'stolen') ✓ Vehicle moved within an enclosed yard but left there (1 Burglary and link the vehicle to the offence as 'stolen') ✓ Car broken into in driveway (enclosed yard) and a second car, same victim, broken into on road outside home (1 Burglary, 1 TXC)

Burglary combinations with Fraud and Cybercrime

Record one offence	Record multiple offences
	<ul style="list-style-type: none"> • Following a burglary, a stolen computer is hacked and accounts are used to commit a range of cyber related offences (Burglary and Cyber offences) ✓ Following a burglary, credit cards stolen are used fraudulently. (Burglary and Fraud)

2.3.7 Selecting Scene Type for Burglary

Select the scene type that describes the most intrusive place that was either entered or attempted to be entered - Outside being the least intrusive and a Dwelling being the most intrusive. E.g. If a person enters the yard, enters the shed and attempts to enter the dwelling – code Dwelling

Be guided by what you believe most reasonable people would think, not what theoretically could be argued.

A full list of scene types and their definitions can be found at [7.4.19](#) and the [NRS Quick Reference Guide – Scene Type](#)

2.3.8 Logging Scene Attendance at a Dwelling Burglary

When the scene of a Dwelling Burglary is attended details must be recorded in one of the following three ways:

- If dispatched via the Communications Centre the record of attendance is captured via CARD, so long as at least one of the following criteria are met:
 - Arrival at scene (10-7)
 - Result shows as 'Reported' or 'Arrest'
 - Record the burglary in NIA and link the relevant CARD event
- If SOCO or specialist scene attendance staff attend, record a scene attendance by completing the [Forensic Examination Module](#)
- If attended by other staff, record via the victim contact node - capturing:
 - **Type** – Attendance at scene – burglary
 - **Method** – Face to face (if victim is present) or Other (if victim is not present)

Dwelling burglary in the Dwelling Burglary Attendance Report includes scene types:

- Dwelling
- Vacant Dwelling
- Motel, Hotel, Backpackers, Holiday Park
- Caravan, Campervan
- Tent
- Institution, Long term hostel

2.4. Vehicle Crime Coding Guide

2.4.1 Applying Recording Principles and Rules

National Recording Standard rule [1.3](#) outlines the principles which govern when offences must be recorded and rule [1.8](#) outlines when victims must be recorded.

For vehicle crime:

- the target of the offender may be the vehicle or property in the vehicle, this will need to be taken into account when deciding how many offences to record
- primary intent options are likely to be: gain (unlawfully take or theft) but could be damage
- record the most serious offence against the person if there is one associated with a Vehicle crime offence
- record every person as a victim if they had property taken or owned, rented or borrowed in the vehicle that was the target of the offence.

Includes:

Sub-Division 081 - Motor Vehicle Theft and Related Offences

Sub-Division 121 - Property Damage (as it relates to vehicles).

2.4.2 Coding Definitions

Legal Definitions and Ingredients for Vehicle Crime Offences

Refer to the [Vehicle Crime Investigation Guide](#) for ingredients, and legal definitions of terms used to describe Vehicle Crime.

When selecting a code always ensure the code reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance apply when making that decision. However, at times Police code options are more specific than corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate in these situations.

For Theft ex car purposes the following are considered 'cars':

- Cars
- Trucks
- Trailers
- Tractors
- Motorcycles including farm bikes
- Quad bike

For coding purposes, 'vehicle' does not include children's toys or bicycles.

Vehicle crime is often difficult to determine exactly what offence occurred without knowing offender's intent. To increase consistency, use the following examples to guide coding.

Examples

Situation	How many	Why
Two cars belonging to same person stolen	2 x Unlawful Taking	One for each vehicle
A vehicle is broken into. The ignition barrel is pulled out and the car stereo stolen	1 x Offence of Attempted ULT	Vehicle and victim targeted by offender are same. Offences can be assumed to occurred concurrently. Only serious Offence recorded - Attempted Unlawful Taking - greater penalty than Theft Ex Car
Boat & trailer stolen together	1 x Unlawful Taking (trailer) 1 x theft of boat	The boat and trailer are separate vehicles
Two vehicles are broken into in a driveway outside a house. The vehicles belong to different people	1 x Burglary if enclosed yard or 2 x Theft ex Car if not in enclosed yard	If vehicles are not in enclosed yard record 2 offences - theft ex car; each offence must be recorded separately unless against same person or their property. If vehicles are in enclosed yard record single burglary, link both people as victims and both cars to the offence
Car is keyed	1 x Wilful damage	Balance of probabilities, evidence suggests the offender's motive was to damage the vehicle. No attempt has been made to enter the vehicle
Car door lock is tampered with and damaged, no other deliberate damage	1 x Unlawful interference	Clear offender attempting to gain entry into vehicle. Not clear whether intent was to either steal / take vehicle, or remove something from it
Car side window is smashed, no sign of entry into vehicle	1 x Unlawful interference	Intent of the offender is not clear. As damage is to a potential entry point to the vehicle, assume the intent was to gain entry, but this was unsuccessful
Car side window is smashed, signs of entry and items moved. Nothing stolen	1 x Unlawful interference	Although it is likely property theft is intended, if nothing is taken no theft occurs, must be recorded as unlawful interference
Car windscreen is smashed, no sign of entry into vehicle	1 x Wilful damage	Although offender might have been able to gain entry to the vehicle this way this is unlikely. We can assume the intent was to cause damage only
Vehicle entered, ignition tampered with / damaged, nothing stolen	1 x Attempted Theft/ULT	On the balance of probabilities, intent of offender was to steal / take the car

Situation	How many	Why
Vehicle entered, moved short distance and left	1 x Unlawful taking and recovery of motor vehicle	Moving the vehicle at all constitutes taking it
A bicycle mounted on the back of a car is stolen	1 x Theft ex Car	As the bicycle is affixed to the car, car is considered target of the offender
A car is stolen and later recovered. When recovered, it is found that items have been stolen from it	1 x Unlawful taking and recovery of motor vehicle	Until evidence to the contrary is found, assume the offender(s) to be the same. As the car is the target of the offence, Unlawful Taking is the most serious offence
A campervan is stolen from a public place and later recovered. When recovered, it is found that items have been stolen from it	1 x Burglary 1 x ULT 1 x 2R	Until evidence to the contrary is found, assume the offender(s) to be the same. Because the law states a campervan is considered a building for the purpose of burglary so we must record that and a campervan is clearly a vehicle so we need to record that.
If a quad bike is stolen off the back of ute – what offence should I record?	1 x Theft of Motor Vehicle or ULT	The element of TXC is part of the more serious offence.
eBike or eScooter is taken.	1 x Theft or Unlawfully Takes a Bicycle depending on reported circumstances.	Determining whether a vehicle is a motor vehicle or not, for coding purposes, is based on the land-transport act definitions of these terms. Also refer 1.11.1

2.5. Theft Coding Guide

2.5.1 Applying Recording Principles and Rules

National Recording Standard rule [1.3](#) outlines the principles which govern when offences must be recorded and rule [1.8](#) outlines when victims must be recorded. For theft:

- the target of the offender is property
- the primary intent is gain
- record every person as a victim if they had property taken or owned, rented or borrowed the property that was the target of the offence.

Includes:

Division 08 – Theft and related offences (Except – Sub-division 081 Motor Vehicle Theft and Related Offences).

2.5.2 Coding Definitions

When selecting a code always ensure the code that reflects the appropriate Act, section and sub-section relating to the offence that occurred.

Legal Definitions and Ingredients for Theft Offences

Refer [Theft Investigation Guide](#) for ingredients of offences and legal definitions of terms used to define Theft offences.

Legal definitions and case law guidance apply when making that decision.

Determining Value (Under \$100, \$100-\$500, Over \$1000)

For the purpose of offence recording and coding, the value of an item is considered to be the cost of the item for the victim. In general terms this means the amount the victim originally paid for the item and/or what the item would cost to replace as new.

Recording Value - Clarification Points:

- Where the reporting person doesn't know the exact value paid or to replace they should be asked to indicate what they estimate the item was worth.
- Where the reporting person purchased the items second hand (not as new) then the value recorded should be the cost of the item to the victim, at that time, or what the cost the victim would have to pay to replace the item in that condition.
- Where the reporting person has insurance valuations that indicate the value of items exceeds the purchase price, it would be appropriate for Police to record a value in excess of the purchase price (as that would be the 'value to replace').

Re-coding Principles/Advice

- The value provided by the victim generally determines the appropriate code for offence recording, that's victim centric policy.
- It may, be appropriate for Police to challenge the value attributed to items by a victim as part of an investigation e.g. if they believe someone has lied or is mistaken about the reported value of an item (or items)
- An offence may be re-coded if it has been established that the initially reported value is incorrect – and a more accurate value has been **clarified** with the victim as part of an investigation.
- An offence may be re-coded if the initial value entered was discovered to have been incorrectly entered by Police i.e. there was a data entry error at the point of initial recording and that is the error is identified as part as part of Police's existing administrative re-code process.

Other Coding Definitions

At times Police code options are more specific than the corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate in these situations.

Theft of Drugs

Drugs include licit and illicit drugs. Intended for use when drugs are targeted by an offender (e.g. from a pharmacy) rather than when drugs are taken incidentally to a general theft (e.g. when a handbag is stolen and happens to contain prescription drugs).

Theft Ex Shop (Shoplifting)

Shop includes any public retail space. This is not to be used for theft from places in a retail shop that are not open to the public.

Kiosks in a mall are shops.

Note – When a person had been trespassed from a shop, returns and shoplifts, the offence of Burglary applies. See [Burglary Coding Guide notes on Authority](#) for further clarification.

Theft of Fuel

Taking of fuel from petrol stations with no intention to pay. Refer to the Fuel Theft coding guide to help determine intent

Theft Ex Car

Refer section [2.4 Vehicle Crime](#)

Theft Ex Person

Theft from a person that does not amount to Robbery. It does not include theft from nearby a person, as the item/s must be on the person when taken.

Theft Ex Dwelling

To be used when theft from a dwelling does not constitute a burglary. Generally this is when the person has authority to be there, or the offender did not have intent to commit a crime when they entered the property.

Dwellings are buildings where people live and include houses, apartments, flats, townhouses, sleep-outs and granny flats if they are lived in. Includes attached garages, farm houses and holiday homes. For more information regarding [scene type](#), refer back to the [Scene Type Quick Reference Guide](#).

Theft of Animals

Theft of Animals/Killing Animals for Parts

Note: Where an animal has been stolen/killed for parts from an enclosed yard burglary should be recorded.

Where pets or farm animals are stolen outside of an enclosed yard, Theft of Livestock or Other Animals – 4398 applies

In situations where an animal is slaughtered with the intent to steal part(s) in situ, Theft of Animal (Killing with intent to steal part) – ref Offence codes 4391 to 4394

Refer to the relevant legislation for full definition.

[Refer to recoding of an item 1.12.2](#)

Examples

Situation	Offence	Why
A person takes the family dog from the owners property, the dog was secured behind a locked gate	Burglary	A person has entered an enclosed yard without authority with the likely intent of taking the dog

A person takes stock from a paddock (no Buildings)	Agricultural Burglary – Offence code – 4128	Agricultural Burglary includes any land used for agricultural purposes, including those which are not appurtenant to a building – Refer 2.3.3
Situation	Offence	Why
A person takes a dog tied to a tree outside the local shop	Theft of an animal – Offence code - 4398	The animal was on public land and therefore does not meet the ingredients for burglary
A person kills a tagged deer wondering down the road and removed their antlers	Theft of an animal (Killing with intent to steal part) ref Offence codes 4391 to 4394	As the animal was not located in a paddock but was clearly tagged and not wild theft of an animal for part will apply

Theft of Boats

Theft of any boat; includes:

- Yachts
- Barges
- Dinghy
- Hovercraft
- Inflatable
- Kayak/Canoe
- Launch
- Runabout

Note: Does **not** include surf boards.

Examples

Situation	How many	Why
A person enters a shop, takes items from two different isles of the supermarket	1 x Theft ex shop 1 x Victim (the supermarket)	The intent was to 'gain' property from the shop. Items taken at the same time are not to be recorded separately
A person takes a bag from a sports ground that contains items belonging to three people	1 x Theft 3 x Victims	The intent was to take the bag (one thing)
A person takes items from two different shops in a mall	2 x Theft ex shop 2 x Victims (both shops)	Intent to take things from each shop. The items are not considered to be together when they are in different shops
Petrol drive-off – Refer Fuel Theft coding guide	General Theft (scene type G – Garage or Service Station)	To differentiate this from shoplifting from the grocery part of the shop

A person shoplifts a pie from a Petrol station grocery shop	Theft ex Shop (scene type G – Garage or Service Station)	To differentiate this from shoplifting from the grocery part of the shop
Offender uses electricity or internet data belonging to someone else without their knowledge/permission.	Theft	Internet data and Electricity units are deemed to be something capable of being stolen – refer Theft Investigation Guide.

2.6. Financial Crime Coding Guide

2.6.1 Includes

Division 09 – Fraud, Deception and related offences.

The consistent recording of Financial Crime offences has been problematic with many possible interpretations of how many offences to record, who to record as a victim and where to record the offence as having occurred. This section aims to tighten rules around this, not because this is 'right' but because we need one set of rules that apply consistently in the real and cyber worlds. This will allow us to compare trends over time and between locations with more certainty.

2.6.2 Applying Recording Principles and Rules

National Recording Standard rule [1.3](#) outlines the principles which govern when offences must be recorded and rule [1.8](#) outlines when victims must be recorded. Section [1.10](#) outlines what Occurrence locations to record. Section [4.5](#) specifies that if an account is used by the offender, where this account number is known by Police it must be entered. For fraud:

Almost all of the time financial crime offending has two stages:

- the taking/obtaining of a credit card / document / details
- the use of that information or document to commit a fraud.

In relation to the initial taking/obtaining:

If the original circumstances around the taking of documents or cards is known and is an offence (e.g. theft, burglary, robbery), and it has not already been recorded, record that.

Unless otherwise known, assume that the person who obtained the document or card is the same person who used it and when it comes to recording the fraud, record either the obtaining or the use offence, whichever is the most serious.

In relation to the fraud:

The primary intent is usually to gain. There will always be a person or organisation being targeted. Record the most serious offence against the person even when it is part of an offence against property.

If the documents were not obtained as part of a more serious offence (burglary, robbery, large value theft), the offence of 'obtaining a document' must be used because it is more serious than a minor value theft.

Update and cross reference all related records.

Note: NIA limits the ability to add both a person and an organisation as victims of a fraud offence. Until this technical issue is resolved link the person as the victim and the organisations as other. **Note:** what you have done in the narrative.

If vehicle is taken in a fraud, record that offence also.

Record people and organisations that have suffered a loss as a victim (including financial loss, and/or time and resources) – this is likely to include:

- person whose details (name, bank account, etc.) are being used in the fraud or attempted fraud
- any bank, credit card company, etc. involved in the fraudulent transaction
- any business involved in the fraudulent transaction.

When any other party is involved in the transaction between the person committing the fraud and the bank, but suffers no loss, record that other party as a witness.

Where the same fraud action (e.g. multiple fraudulent transactions on a single credit card) is repeated over time and reported to Police at one time, record only one offence.

Record additional offences for charging purposes if required.

Where the offence location is not known, or is made up of multiple locations, record the location of the offence as the victims (card or document owners) address.

Note: On becoming aware of a scam involving major losses: Ensure that the financial facility the money was sent from is notified immediately. They will have the best chance of issuing a recall of the funds. Notify the FIU via email fiu@police.govt.nz

2.6.3 Coding Definitions

When selecting a code, always ensure the code reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance apply when making the decision. However, at times Police code options are more specific than corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is used in these situations.

Fraud is occurring more online (is labelled as '*cyber-enabled*' crime). Refer to section 2.7 for further, definitions, coding definitions and examples for **Cyber and Cyber-enabled crime**

Fraud offence definitions are not commonly known. When making the decision regarding which offence code to use please seek specialist advice.

Examples

Situation	How many	Why
A stolen credit card misused at a single shop. No details about where or how the credit card was stolen in the first place.	1 x Using a Document Links: Card owner – victim Bank and other affected businesses as Other (because NIA prevents entry and link of bank and other businesses as victims at the same time as the person). Date and time: are the between dates and times the card was used. Location: is where the card was used (if known) or the victims home address.	Although at some point the card was 'obtained', without further information to the contrary, assume the person using the credit card was the same person who obtained it. Record only the Using a document.

Card or cheque stolen in Burglary then misused.	<p>1 x Burglary (may be already recorded on another file. Record victim, location and timings of the burglary as reported.)</p> <p>1 x Using a Document (separate Occurrence)</p> <p>Links:</p> <p>Card owner – victim</p> <p>Bank and other affected businesses as Other (because NIA prevents entry and link of bank and other businesses as victims at the same time as the person).</p> <p>Date and time: are the between dates and times the card was used.</p> <p>Date and time: are date and time card was used.</p> <p>Location: is where the card was used (if known) or the victims home address.</p>	The Burglary and fraud have occurred separately. Once removed from the scene, the card or cheque has become a separate target. The intent of the offender in the card misuse is different to the intent of the offender in the burglary. Additionally, the burglar and fraudster cannot be assumed to be the same person.
Situation	How many	Why
Stolen credit card details are used online to buy electronics from multiple businesses over multiple days.	<p>1 x Using a Document</p> <p>Links:</p> <p>Card owner – victim</p> <p>Bank and other affected businesses as Other (because NIA prevents entry and link of bank and other businesses as victims at the same time as the person).</p> <p>Date and time: are the between dates and times the card was used.</p> <p>Date and time: are the between dates and times the card was used.</p> <p>Location: is where the card was used (if known) or the victims home address.</p>	<p>Although at some point the card details were 'obtained', without further information to the contrary, assume the person using the credit card was the same person who obtained it. Record only the Using a document.</p> <p>The same account belonging to the same victim(s) has been targeted with the same type of Fraud offending. Record additional offences only if required for charging.</p>
A stolen credit card is used by an offender then drives to locations throughout NZ and uses the credit card fraudulently.	<p>1 x Using a Document</p> <p>Links:</p> <p>Card owner – victim</p> <p>Bank and other affected businesses as Other (because NIA prevents entry and link of bank and other businesses as victims at the same time as the person).</p> <p>Date and time: are the between dates and times the card was used.</p> <p>Date and time: are the between dates and times the card was used.</p> <p>Location: the victims home address.</p>	<p>Although at some point the card details were 'obtained', without further information to the contrary, assume the person using the credit card was the same person who obtained it. Record only the Using a document.</p> <p>Record the victim's home address because multiple actual locations cannot be recorded in a single Occurrence.</p>
An employee steals from their employer.	<p>1 x Theft or Theft by Person in Special Relationship</p> <p>Links:</p> <p>Business – victim</p> <p>Date and time: are the between dates and times the fraud occurred.</p> <p>Location: is where the offence occurred (if known) or the victims business address.</p>	<p>It is often a representative or overarching offence used to cover multiple events or actions that result in gains occurring.</p> <p>In order to complete this offence an offender will often have committed other fraud offences to achieve the primary objective, record the most serious.</p>

How many offences? - An offender takes a credit card from his boss's office (he takes no other items and he has authority to be in the boss's office). He then uses the credit card fraudulently. What offences do we record.	1 x Obtains / Using a Document.	Record only one offence – obtains/uses a document. While Theft could also apply, this legislation covers both the taking and using of the document and it is more serious (higher maximum penalty) than Theft so must be the offence recorded (See Section 1.3.1 above).
An offender takes a wallet out of a victim's jacket at a restaurant. The victim's pay wave credit card is later used by an offender to make several purchases.	1 x Theft (of the wallet). 1 x Uses a Document.	If the original circumstances around the taking of documents or cards is known and is an offence (in this case the theft of the wallet), and it has not already been recorded, record that.
Situation	How many	Why
Online Examples Scams Internet sales fraud Hacking DDoS attacks Ransomware Business identity theft.	Refer to section 2.7 .	Examples include cybercrime and cyber-enabled crime (including online fraud examples) or a combination of both.

2.7. Cybercrime Coding Guide

2.7.1 Includes

- Division 04 – Other dangerous/negligent acts
- Division 09 – Obtains by deception
- Division 13 – Criminal intent
- Division 16 – Offences against privacy

Cybercrime is a criminal act that can only be committed through the use of Information and Communication Technologies (ICT) or the Internet and where the computer or network is the target of the offence. This is regardless of what the criminal goal is – whether political, financial gain, espionage or any other reason. Examples of cybercrime are producing malicious software, network intrusion and denial of service attacks. Police codes relating to cybercrime are all contained in the range of offence codes from 4631 – 4639.

Cyber-enabled crime is any criminal act that could be committed without ICT or the Internet, but is assisted, facilitated or escalated in scale by the use of technology. This includes a vast amount of serious and organised crime, such as cyber-enabled fraud or the distribution of child exploitation material.

2.7.2 Applying Recording Principles and Rules

National Recording Standard rule [1.3](#) outlines the principles which govern when offences must be recorded and rule [1.8](#) outlines when victims must be recorded. Section [1.10](#) outlines what Occurrence locations to record.

For cybercrime:

A *computer* or *network* is the target of the offence.

- The person or organisation that owns or has exclusive use of the computer or owns, has exclusive use of or is using a service (e.g. cloud type server) on a network targeted should be recorded as the victim of the cybercrime.
- An offence must be recorded if some part of the offence occurred in New Zealand. This means if the victim is in New Zealand the offence must be recorded. Refer [1.10](#)
- Unless it is known that the offender is in New Zealand, assume the offender is offshore.
- Because cybercrime target is a computer or network, and the target of a cyber-enabled crime is a person, when a cybercrime is committed as part of a cyber-enabled crime always record the cybercrime as well as the cyber-enabled crime.

For cyber-enabled crime:

- A person or organisation is the target of the offence.
- An offence must be recorded if some part of the offence occurred in New Zealand. This means if the victim is in New Zealand the offence must be recorded. Refer [1.10](#)
- Where the offence location is not known, or is made up of multiple locations, record the location of the offence as the victims address.
- Record the offence the same as if it were not cyber-enabled. Refer to the relevant section, e.g. for Fraud – refer [2.6](#))
- Unless it is known that the offender is in New Zealand, assume the offender is offshore.

2.7.3 Coding Definitions

When selecting a code always ensure the code that reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance apply when making that decision. However, at times Police code options are more specific than the corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate in these situations. If further clarification is required contact the Police *Cybercrime Unit*.

When does Spam become an offence?

Spam is irrelevant or unsolicited messages sent over the Internet, typically to large numbers of users, for the purposes of advertising, phishing, spreading malware

For NRS purposes spam turns into an attempt to defraud when something subsequently occurs that gives the offender access to a computer or where communication results that means the offender is trying to get the victim to do something which is usually contrary to the interests of the spam receiver and normally for the advantage of the sender.

Examples

Situation	How many	Why
Spam mail: - No reply Offender sends out three million emails across New Zealand and other countries trying to get people to click on a link to a phishing site. The person reporting does not click on a link or provide their details.	Do not record an offence (unless someone has provided their details or been infected). Refer to DIA Anti-Spam Unit.	Spam mail comes under unsolicited messages and can be dealt with by the DIA under the Unsolicited Electronic Messages Act 2007.

Phishing - Spam mail – recipient replies: Offender sends out three million emails across New Zealand and other countries trying to get people to click on a link to a phishing site. The person reporting does click on the link and provides details.	1 x Using a document .	This is where spam becomes offending and therefore Police have jurisdiction. The email is a document which sent with the intention of obtaining something (gain access to the computer, get bank details etc.).
Situation	How many	Why
Phishing - Online Lottery Scam: Victims are contacted through phone, email or social media and informed they have won cash prize in a foreign lottery. In order to receive the prize they must first send money overseas to a bank account to pay taxes required to release prize and / or provide full details of their bank accounts so cash can be deposited. The victim sends money.	1 x Obtains by deception (cyber-enabled crime – if there is a loss).	There are technically two offences here but one should not be recorded: 1 x Using a document – do not record because there are two offences - only record the most serious. 1 x obtains by deception Record this where there is a loss.
Internet Sales Fraud: Where victims see an item for sale on Internet based trading site (Alibaba, Boattraders, Facebook, Ebay, Trademe, Buy&Sell etc). They enter into sales agreement, make payment, goods never arrive.	1 x Obtains by deception (cyber-enabled crime – if there is a loss).	Regardless of where the offender is – if there is loss, there is an offence 'Obtains by deception' if the victim is in NZ.
Attempted Internet Sales Fraud: Victims see an item fraudulently offered for sale on Internet based trading site (Alibaba, Boattraders, Facebook, Ebay, Trademe, Buy&Sell etc). The buyer enters into sales agreement, but exchange of money and goods does not take place due to suspicions of buyer.	No offence in NZ if the person is aware it is a scam and does not partake. Using a document if they exchange details believing the scam but no actual loss as they realise in time it is a scam.	If the victim takes an active role in NZ (sends an email or inputs information from NZ) then we consider that an action forming part of the offence has occurred here.

Business Identity Theft: Legitimate companies email accounts are compromised. Business customers are then emailed with a change in bank account details for payment of services. The affected company then makes a payment into the 'hackers' bank account.	1 x Accessing Computer System for Dishonest Purpose (cybercrime). 1 x Obtains by deception (cyber-enabled crime).	Primary intent is to get victim to pay money to false account. Email compromise is pure cybercrime as victims computer system has been accessed for a dishonest purpose by offender. Sometimes referred to as a man in the middle (MITM) fraud. When cyber and cyber-enabled crime occur as a part of same Occurrence, record both.
Situation	How many	Why
Ransomware: E.g. Ukash scam where Victims turn on their computers / android phones to find them 'locked' and displaying a message purporting to be from INTERPOL, NZ Police or other LEA. The victim is told they may face imprisonment or substantial fine on conviction if they do not pay fixed penalty (e.g. \$300) immediately. E.g. Cryptolocker – you download a file locking all your computer files. Bitcoins are demanded in order to obtain a key to free your files.	1 x Damaging or interfering with computer system 1 x Blackmail (cyber enabled crime) – threatening to cause serious damage to property for financial gain.	Primary intent in these type of Ransomware scams is to get victim to pay over money. When a cyber and cyber-enabled crime occur as a part of the same Occurrence, always record both because one targets the computer and the other targets the person. Using a document to obtain benefit has also occurred but should not be recorded: only record most serious in relation to scenario - (blackmail).
Illegal Online Trading / Sales / Exchanges - Items such as: Drugs Synthetic cannabis Steroids Firearms Child exploitation images Any other criminal act.	Cyber-enable crime Relevant offence is the drug / firearm / CEM / Other crime.	Selling drugs online is an offence (same as person to person). This is cyber-enabled crime, i.e. all of these trades / sales / exchanges could be made in person. The internet in these cases assists, facilitates and / or escalates.

Distributed Denial of Service (DDoS): An anonymous group decides to take a company offline by DDoS'ing their website, causing the website to crash and the company to stop trading for three days. Often a ransom is demanded in bitcoins to prevent further attacks.	1 x Damaging or interfering with computer system 1 x Blackmail (cyber enabled crime) – threatening to cause serious damage to property for financial gain.	DDoS is an online process to stop a computer system from working properly; websites are main targets of the offences. DDoS can be compared to a group of people asking many questions as fast as they can at the same time, resulting in no questions being answered. S237-Blackmail. No payment needed for offence to occur.
Hacking: Example A – A person decides to hack into a website to insert a phishing link and collect login usernames and passwords. Example B – A Person is an ex-employee and has been fired. They get into the work system to steal data Example C – A Person is an ex-employee and has been fired. They get into the work system to sabotage the system.	Example A 1 x Damaging or interfering with computer system Example B- (theft) 1 x Accessing computer for dishonest purpose Example C - (sabotage) 1 x Damaging or interfering with computer system Note: Example C - If located with the malware, the offence S251 possessing software for committing crime also occurred.	Websites are renowned for being hacked via various vulnerabilities and used to host phishing pages without the website owner's knowledge. Because the offender in example A has changed data on the computer system the offence is S250. If they had gained access but not changed data in any way, the offence would be unauthorised access (S252, Accessing computer system without authorisation).
Situation	How many	Why
Whaling or spear phishing: Targeting a particular person in a company and socially engineering the person by email to either Download malware or Link to a false website and enter confidential information or Transfer money.	1 x damaging or interfering with computer system (pure cybercrime) if the persons downloads malware 1 x using a document (cyber enabled crime) if the person enters information 1 x Obtains by deception (cyber-enabled crime) if the victim transfers money.	The target is the person or organisation. The email address is usually spoofed (often very similar to the real one) so when you hit reply you don't realise it's wrong.
Vishing: The act of using VOIP in an attempt to scam the user into surrendering private information that will be used for identity theft. The scammer usually pretends to be a legitimate business, and fools the victim into thinking he / she will profit.	1 x Obtains by deception (cyber-enabled crime) if the victim loses money 1 x Misuse of telephone device (cyber enabled device) if no loss.	Information is the target with monetary gain is the goal Using a document isn't an offence (no case law re VOIP applications being considered documents) compared to computer S112(2)(b) Telecommunications Act 2001.

Skype / phone sexting: Images or videos are obtained either with the knowledge of the victim or without. The offender uses them to blackmail the victim for money / more images / other things.	1 x Blackmail (cyber enabled crime) threatening to disclose something about the person for a benefit.	Use of VOIP or internet to threaten the person Using a document (image) to obtain benefit has also occurred but should not be recorded: only record most serious (blackmail).
Bullying Example (New Legislation pending).		To be updated with release of new legislation.
Harmful images (New Legislation pending).		To be updated with release of new legislation.

2.8. Drug Offences Coding Guide

2.8.1 Includes

Division 10 – Illicit Drug Offences

2.8.2 Applying Recording Principles and Rules

National Recording Standard rule 1.3 outlines the principles which govern when offences must be recorded and rule 1.8 outlines when victims must be recorded. For drug offences:

- the target means the drug(s).
- the general rule specified in 1.3.3, record only the most serious offence, does apply, so for drugs offences this means recording the most serious offence is the minimum recording that is required. It is recognised however, that it is common practise to charge offenders with additional offences where they also have been discovered. Where this is the case, these additional offences also need to be recorded
- the primary intent options are to use, manufacture, grow, supply, sell, import
- for importing, manufacturing, growing, sale or supply offences
- record at least one offence for each offender or group of offenders acting together, the most serious. Please note: It is common practise to record other offences for charging purposes
- for possession or use offences
- record at least one offence for each offender, the most serious. Please note: It is common practise to record other offences for charging purposes.
- where there is no known offender record as if you would if an offender could be identified
- for cannabis growing offences with no identified offender, record one offence for each plot and where a number of small plots are clearly the work of one grower (based on circumstantial physical evidence - E.g. plant size and type, same type of fencing staking etc.), and have only been grown separately to reduce chances of detection, this should be regarded as one plot.
- when a substance is believed to be a drug, but the exact drug type is not yet known, record an offence reflecting the most likely drug type and update this if or when the drug type is confirmed.

The rules above recognise that:

- Intelligence about drug types and quantities is collected in drug search and seizure notifications, as opposed to offence records.
- Statistical counts of drug offences are included in Recorded Crime Offender Statistics (RCOS) and as such reflect a count of offenders and the most serious drug offence

they are dealt with on any given occasion. For more information refer to [RCOS User Manual](#).

2.8.3 Coding Definitions

When selecting a code always ensure the code reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance apply when making that decision. However, at times Police code options are more specific than the corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate in these situations

Examples

Situation	How many	Why
A tinny and a point of methamphetamine discovered when Police stop a vehicle.	1 x Possession Methamphetamine (and the Cannabis offence if also charged with that)	NRS only requires most serious offence where multiple drugs are possessed or trafficked but other offences must be recorded if offender is charged with more.
Police locate drugs and stolen property at an address.	1 x Drugs Offence 1 x Receiving Offence	These offences are not related to each other. One is not part of the other.
Police discover cannabis concealed in offender's shoe during a search in Police custody.	1 x Possession of Cannabis (in addition to any offences that the offender was arrested for initially – and in a separate Occurrence)	These offences are not related to each other. One is not part of the other.
A person is located with a large amount of methamphetamine in their vehicle. They also have a point bag on them containing methamphetamine.	1 x Possession of Methamphetamine for Supply (plus Possession of Methamphetamine if the person is also charged with that)	Intent was to possess the drug. NRS requires the most serious offence must be recorded (but other offences must also be recorded if charges are laid).
Situation	How many	Why
A search warrant on an address reveals a methamphetamine laboratory. Three offenders are identified as having been involved in manufacturing drugs together.	1 x Produce / Manufacture Methamphetamine	The offenders have acted together. All three should be linked to the offence and recorded as offenders.
Police search a group of three males under the Misuse of Drugs Act and discover each of them is in possession of a varying amount of cannabis stored as tinnies.	3 x Possession of Cannabis	One offence per offender – each is independently in possession of cannabis.
Police officer observes 4 people sitting in a public park passing a cannabis cigarette around between them. All 4 are observed to have smoked the cannabis.	4 x Consume / Smoke / Use Cannabis	Even though there is a single quantity of drugs and all the people could deny they were in possession, each of them has used the drug.
A small package containing cannabis is discovered at the side of a footpath by a member of public and handed in to Police.	1 x Possession of cannabis	Record the offence that would have been recorded if someone was found in possession of the drug.

A cannabis plot is discovered in the bush.	1 x cultivating cannabis offence	Despite not having an offender identified, the offence occurred. (see rules above in relation to how to record multiple plots close together).
A landlord phones to report a positive methamphetamine test has been received for their rental property. They want Police to be aware of the drug activity.	Noting or 1 x drug use offence or 2i – Information occurrence	Ensure any information of intelligence value is gathered including dates, times, location, names of suspects. If damage is reported – see Property Damage Coding Guide for example.

2.9. Public Order Offences Coding Guide

2.9.1 Includes

Division 13 – Public order offences.

2.9.2 Applying Recording Principles and Rules

National Recording Standard rule [1.3](#) outlines the principles which govern when offences must be recorded and rule [1.8](#) outlines when victims must be recorded. For public order offences:

- there is no target
- the primary intent options are varied
- there are no victims.

2.9.3 Coding Definitions

When selecting a code always ensure the code reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance apply when making that decision. However, at times Police code options are more specific than the corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate in these situations.

Examples

Situation	How many	Why
A group of 3 youths are acting suspiciously in a shop. They are asked to leave and do so.	No offence	Ingredients of trespass not met

2.10. Weapons and Firearms Offences Coding Guide

2.10.1 Includes

Division 11 – Prohibited and Regulated Weapons and Explosives Offences.

2.10.2 Applying Recording Principles and Rules

National Recording Standard [1.3](#) outlines principles which govern when offences must be recorded and [1.8](#) outlines when victims must be recorded. For firearms offences:

- the target means the type of firearm. In practice this means that there will be one offence for every different type of firearm
- the primary intent is to possess, discharge, deal, sell

- record the most serious offence against the person even when it is part of an offence against property.

2.10.3 Coding Definitions

When selecting a code always use the code that reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance apply when making a decision. However, at times Police code options are more specific than corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is used in these situations.

2.11. Property Damage Offences Coding Guide

2.11.1 Includes

ANZSOC Category 12 – Property damage and environmental pollution

- Arson (CA) (5111 to 5119)
- Intentional Damage (CA) (5141 to 5144)
- Dangerous Act – Intent to GBH or Injure – Fire (1453, 1456)
- Wilful Damage (SOA) (5127)
- Graffiti (SOA) (5134)
- Bill Sticking (SOA) (5145)
- Lighting Fires (SOA) (3572)

2.11.2 Applying Recording Principles and Rules

National Recording Standard [1.3](#) outlines principles governing when offences must be recorded and [1.8](#) outlines when victims must be recorded. Property damage offences:

- it will always be a property being targeted. In practice this means that there will be one offence for every property damaged
- the primary intent is to damage
- record the most serious offence against the person even when it is part of an offence against property, in addition as the offence against the property
- record every person who at the time owned, borrowed or rented the property damaged as a victim.

2.11.3 Coding Definitions

In real life, scenarios vary so each situation must be assessed on its merits. Codes are to be selected based on your knowledge of law, that most closely reflects what the victim said happened.

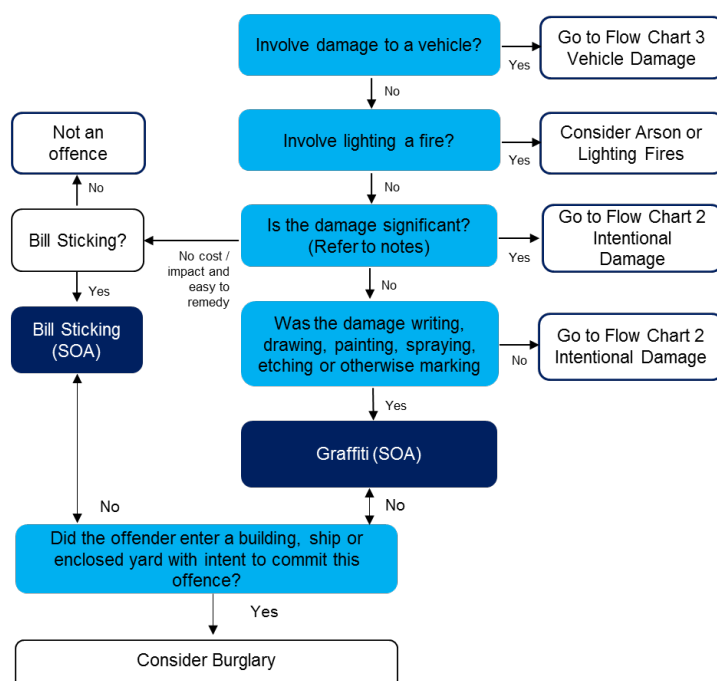
In the case of many property damage offences, one scenario can meet the ingredients of a number of offences. For charging decisions, consult your supervisor and / or a prosecutor to select the most appropriate charge in any given situation. For coding purposes, use the guidelines below to help assess which code to use. These guidelines provide a tiered approach to coding, rather than coding the most serious offence possible.

Legal Definitions and Ingredients for Intentional Damage and Related Offences

Refer Property Damage, Endangering, Contamination and Waste Investigation Guide for ingredients of offences and legal definitions of terms used to define intentional damage and related offences.

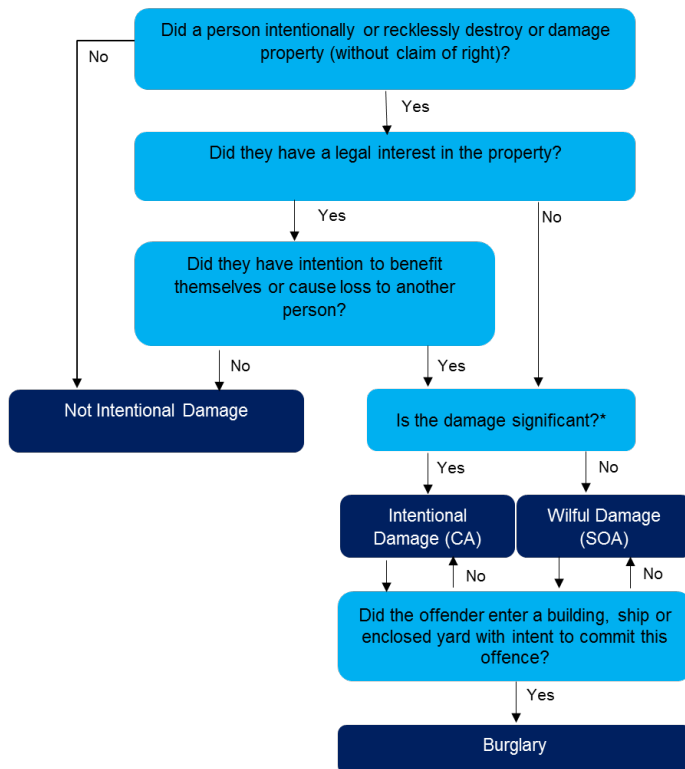
Refer Arson Investigation Guide for ingredients of offences and legal definitions of terms used to define arson and related offences.

Property Damage Offences - Flow Chart 1



Property Damage Offences - Flow Chart 2

Intentional Damage



Intention

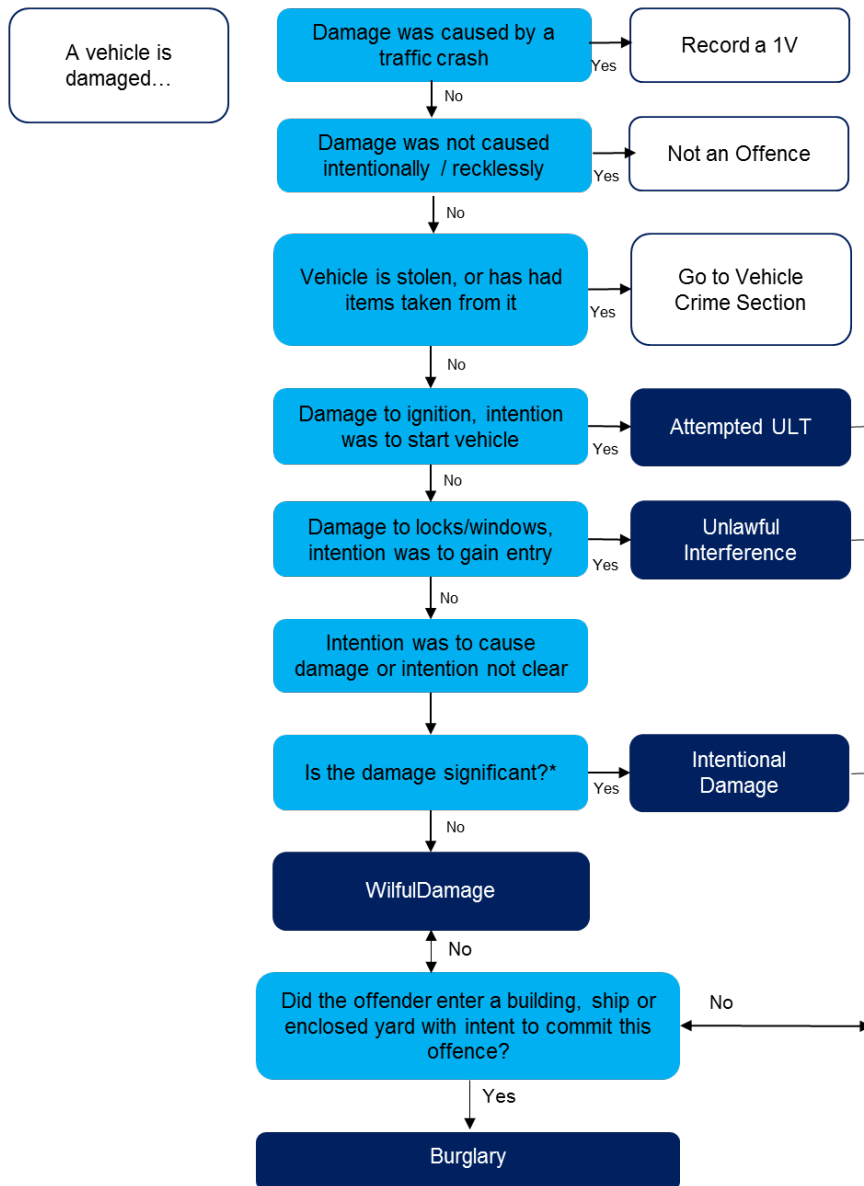
- Not present – if damage caused in frustration / tantrums
- Yes present – if malicious actions proven to be pre-meditated/vindictive

The Nature of the Loss

- Does need not be a loss suffered by a legal owner
- Must be “*of a tangible kind arising from some legal or equitable*”

Property Damage Offences - Flow Chart 3

Damage to Vehicles



Legal Section have provided the following notes:

What is Damage?

- Damage is considered to be permanent or temporary impairment of value or usefulness
- There is no offence if the effect on the object is readily reversible and does not negatively affect the value

The 'significance' of damage is not a legal concept, however, this guidance aims to help provide some consistency in regard to offence coding. Factors to consider when deciding if the damage constitutes 'Significant Damage' for coding purposes:

- Ease of remedying
 - Can the property be repaired or replaced?
- Overall cost to the victim:
 - Cost of repair / replacement
 - Lost business
 - Lost income
 - Secondary loss / damage e.g. animals wandering because of a deliberately damaged fence, weather damage because of a deliberately damaged wall / window.

Scenario	Record	Principles
Egging a house where it is easily reversible and not widespread	Not an Offence	No damage
Breaking a small branch off a tree / picking a flower	Not an Offence	Readily reversible, does not affect value
Use of a permanent marker pen, writing a 'tag' on a painted fence or wall	Graffiti (SOA)	Minor, words or symbols
Scratching initials into a park bench	Graffiti (SOA)	Minor, words or symbols
Smashing a cellphone	Wilful Damage (SOA)	Not significant damage – but will depend on cost and inconvenience
Spraypainting mural/words covering the side of a train	Intentional Damage (CA)	Significant damage – high cost
Smashing up a car with a baseball bat	Intentional Damage (CA)	Significant damage – can be high cost, causes inconvenience
Cutting down or killing a large tree	Intentional Damage (CA)	Significant damage – not easily remedied

Intentional Damage - Couples living together / families

In general, couples living together have a shared interest in the chattels they possess. However, enquiries may be able to establish some property is 'independently owned'. In that case where couples own property independently, the normal rules of intentional damage apply when they damage each other's (independently owned) property. If property is jointly owned, intentional damage coding may still be appropriate if the damage occurred with the intention to cause loss to another person.

Factors that indicate that property may be independently owned include:

- The couple have not co-habited
- The couple are co-habiting but not for long enough for the presumption of shared property to have commenced; and where the victim has purchased the chattel
- Couples have contracted out of property ownership rules
- The people are flatmates and the law of relationship property does not apply

Note: Behave Threateningly or Unlawful Intimidation (Section 21 of the Summary Offences Act 1981) may well apply in situations where intentional damage offences do not. These offences cover situations where:

- there are threats to damage property, with intent to frighten or intimidate that person, and knowing that their conduct is likely to cause that person reasonably to be frightened or intimidated; or
- depriving a person of property owned or used by them, with intent to frighten or intimidate that person, and knowing that their conduct is likely to cause that person reasonably to be frightened or intimidated

Intentional Damage to Rental Properties

- A legal tenant has an interest in the property they live in
- Other occupants (flatmates, children) are also likely to be interpreted as having an interest in the property

Scenario	Record	Principles
A person who is a lawful tenant punches a hole in the wall of a rental property out of anger during a verbal argument.	Not Damage but consider Intimidation	The tenant has an interest in the property and there was no intention to cause loss.
During a verbal dispute a woman goes to another room, selects her partners favourite golf club and breaks it in half.	Wilful Damage	While she may have an interest in the property, circumstances suggest she damaged the property with the specific aim of causing loss to her partner.
A landlord phones to report a positive methamphetamine test has been received for their	Maybe Damage (Also record a drug noting or offence or 2i –	A positive test does not, in itself, mean intentional damage has occurred. If damage has occurred (see notes in this guide), and if there is other information

rental property. They want to report this as 'damage' Information occurrence)

available that indicates the behaviour that caused the damage was reckless, then record a damage offence with the property owner as victim.

Graffiti / Bill Sticking and Burglary

- For burglary, the offender must enter a building, ship or enclosed yard with intent to commit an imprisonable offence. If all other elements of burglary are met, and the offence the offender intended to commit involves damaging property there needs to be consideration as to whether this damage amounts to an imprisonable offence.
- For coding purposes, if the offence the offender intended to commit constitutes graffiti or bill sticking (which are not offences punishable by imprisonment), and 'entry' does not involve a break or use of force, then for coding purposes – the SOA offences of Graffiti or Bill Sticking are to be used.
- Where there is a break or forced entry, particularly to the interior of a building, this is considered to be an aggravating factor and for the purpose of coding, Burglary is to be coded. (i.e. damage that would be considered Graffiti in other situations will be deemed to be intentional damage – an imprisonable offence - in these circumstances.)

Scenario	Record	Principles
Graffiti on the wall at the back of a shop (would be classed as an enclosed yard, but driveway entry)	1 x Graffiti	Entry did not involve break or use of force
Graffiti on the wall at the inside a dwelling	1 x Burglary	Involved entering a building. The graffiti does fall within the definition of Wilful Damage – an offence punishable by imprisonment.

Damage and Vehicles

Scenario	Record	Principles
Car is keyed	1 x Wilful damage	Balance of probabilities, evidence suggests the offender's motive was to damage the vehicle. No attempt has been made to enter the vehicle
Car door lock is tampered with and damaged, no other deliberate damage	1 x Unlawful interference	Clear offender attempting to gain entry into vehicle. Not clear whether intent was to either steal / take vehicle, or remove something from it

Scenario	Record	Principles
Car side window is smashed, no sign of entry into vehicle	1 x Unlawful interference	Intent of the offender is not clear. As damage is to a potential entry point to the vehicle, assume the intent was to gain entry, but this was unsuccessful
Car side window is smashed, signs of entry and items moved. Nothing stolen	1 x Unlawful interference	Although it is likely property theft is intended, if nothing is taken no theft occurs, must be recorded as unlawful interference
Car windscreen is smashed, no sign of entry into vehicle	1 x Wilful damage	Although offender might have been able to gain entry to the vehicle this way this is unlikely. We can assume the intent was to cause damage only
Vehicle entered, ignition tampered with / damaged, nothing stolen	1 x Attempted Theft/ULT	On the balance of probabilities, intent of offender was to steal / take the car

Number of offences

Scenario	Record	Principles
An offender smashes five letter boxes with a baseball bat at the front of a block of flats.	5 x Wilful Damage	Record an offence for each owner of the property. Note: these should be linked to the same file if reported at the same time.

2.12. All Other Offences Coding Guide

2.12.1 Includes

- Division 15 – Offences Against Justice Procedures, Government Security and Government Operations
- Division 16 – Miscellaneous Offences

2.12.2 Applying Recording Principles and Rules

National Recording Standard [1.3](#) outlines principles governing when offences must be recorded and [1.8](#) outlines when victims must be recorded. For all other offences:

- record the most serious offence against the person even when it is part of an offence against property.

2.1.1 Coding Definitions

When selecting a code always ensure the code reflects the appropriate Act, section and sub-section relating to the offence that occurred. Legal definitions and case law guidance

apply when making that decision. However, at times Police code options are more specific than corresponding legislation meaning more than one code is available. This section helps standardise how Police decide which code is appropriate.

Part 3 - Offence Specific Requirements

Information requirements that relate to specific offence and incident codes is held in the LRT – Code Book.

This is where you can find out if a specific offence requires a linked victim, vehicle or MO.

The table is searchable by offence or incident code or title.

The table also includes other offence specific information relating to case management, legislation and charge wording.

Part 4 - What to Record

4.1 Offence and Incident Requirements

When to Record - How many?

Refer to the Principles Governing Recording of Offences for guidance on when to record and how many of which Offences and Incidents to record.

Attachments

Where electronic attachments (such as victim, witness or offender statements, or forensic reports) are attached to a File they must be linked at File (Case) level, rather than to individual Occurrences.

SUMMARY

Identifying Numbers	<ul style="list-style-type: none"> • File number • Occurrence ID • CARD event number (if available)
Dates and Times	<ul style="list-style-type: none"> • Start date/ time • End date/ time • Reporting date/ time • Entry date / time
Location Information	<ul style="list-style-type: none"> • Reporting Station • Scene Station • Location (must be in New Zealand) • Location Type • Location details (type)
Offence Information	<ul style="list-style-type: none"> • Offence / Incident / Task Code • Scene Type • Narrative • Injury • Weapon • Family Violence Indicator • MO • Contributing Factors – Alcohol, Hate, Mental Health
Case Management Information	<ul style="list-style-type: none"> • Reporting Employee • Creating Employee • Reporting Channel • File Status • File Sub Status • Group • Assignment Station or if Posted <ul style="list-style-type: none"> • Assignment User Id • Period Assigned (until date)
Link and enter mandatory information for:	
People	<ul style="list-style-type: none"> • Victim • Suspect • Offender • Subject • Other people
Other Objects	<ul style="list-style-type: none"> • Vehicle • Item (firearms) • Account

4.1.1 What to record – Offences and Incidents

When an offence or incident is required, as specified in 1.3, always record:

Offence details

- Offence/Incident/Task Code
- Start Date / Time
- End Date / Time (where exact date and time is not known)
- Reporting Date / Time
- Location type
- Location (refer rules governing recording occurrence locations)
- Proximity
- Location details (type)
- Scene Station
- Scene Type
- Narrative (that provides context, what the report is about)
- Closure Reason (at the time of closing the investigation)

Attributes - When Specified (refer LRT) and where known

- Family violence indicator (Y/N)
- Injury – also refer to the Injury Type Quick Reference Guide
- Weapon
- Contributing Factor - Alcohol
- Contributing Factor - Hate
- Contributing Factor - Mental Health
- MO
- Link and record required data items for victim, suspect or offender and other required people
- Link and record required data items for vehicle
- Link and record required data items for item (firearm or animals/stock
- Link and record required data items for account (used by offender in commission of an offence)

Case Management information

- File Number (automated)
- Occurrence ID (automated)
- CARD event number (where exists)
- Entry Date / Time
- Reporting Channel
- Reporting Employee
- Creating Employee
- File Status and if File Status is 'posted' or 'assigned' also record:
- Assignment User ID
- Period Assigned (Until)
- File Sub-status
- Group
- Assignment Station

For each change in offence code record:

- Requesting User
- Reason

Attachments

Where electronic attachments (such as victim, witness or offender statements, or forensic reports) are attached to a File they must be linked at File (Case) level, rather than to individual Occurrences.

When reports of offences or incidents are received through the Emergency Communications Channel, if not already recorded in NIA, record:

- CARD Event Number (automated)
- Acceptance Date / Time
- Reporting Employee (automated)
- Scene Station
- Reporting Workgroup (automated)
- Street Address
- Offence / Incident Code
- Result (must be 1 or 3 only)
- Assignment

Card event only

Where the situation has been recorded as a CARD event all these data items are created from that CARD event. No further entry is required.

The street address is called the 'go to' address in CARD.

4.1.2 Family violence

Where an Offence or Incident is deemed Family Violence (for criteria refer the Family Violence Policy):

If children are witnesses, record information specified in 4.2 using the link type 'Child or Young Person Exposed to Family Harm'

If children normally reside at the Offence or Incident location, record information specified in 4.2 using the link type 'Child or Young Person Exposed to Family Harm'.

FV Alerts

Family Violence alerts are created automatically for location when the FV indicator has been ticked.

4.2. People

When an identity already exists these required details may already be recorded but check all these fields to see if they need updating. Refer rule 1.2.6 which requires the use of existing identities. This information forms the basis of many core Police information needs.

Refer to the Principles Governing Recording of People for guidance in when it is mandatory to record people.

4.2.1 What to Record - Overview

Mandatory to ask when spoken to ✓ Where known ★

	Victim (or subject of FV incident)	Suspect	Offender Arrested	Offender Other	All other
Name	✓	✓	✓	✓	✓
Type of name	✓	✓	✓	✓	✓
Gender	✓	✓	✓	✓	✓
Date of birth	✓	✓	✓	✓	✓
Residential address	✓	*	✓	✓	✓
Contact telephone number	✓	*	✓	✓	✓
Person ID	✓	✓	✓	✓	✓
Person to offence, incident or task link	✓	✓	✓	✓	✓
Drivers licence number	*	*	*	*	*
Drivers licence country of issue	*	*	*	*	*
Ethnicity	*	*	✓	✓	
Iwi/Hapu (if Maori)	*	*	✓	✓	
Occupation type	*	*	✓	*	
Employment status	*	*	✓	*	
Preferred contact details	*				
Person to person or organisation link type offender or suspect to victim	If FV	✓	✓	✓	
Person record number			✓	✓	
Country of birth		*	✓	*	
Height		*	✓	*	
Hair colour		*	✓	*	
Body marks		*	✓	*	
Residency status in NZ			✓	*	

4.2.2 What to Record - Detail

All people

Record the following data items:

For every person linked to an Occurrence record
(or, if pre-existing, check):

- Name
- Type of Name
- Gender
- Date of Birth
- Person ID
- Person to Offence, Incident or Task link

For every person except Suspects:

- Residential Address
- Contact Telephone Number

Where known, also record
(or, if pre-existing, check):

- Driver's Licence Number
- Driver's Licence Country of issue

Contact Details

Some systems allow an address, phone number or email address to be flagged as 'preferred' or 'primary'. Where this is possible use these flags.

Note: For victims, it is important that the contact telephone number can be used if Police needs to contact the victim urgently.

Alerts

In some situations an alert on a person is also required. Check [6.3](#) Alerts for situations when an alert must be entered.

Victims

Always be sensitive to the needs of the victim. Assume that the collection of personal information about the victim is a burden on the victim.

Refer to the [Principles Governing Recording of Victims](#) for guidance in when to record and how many of which Offences and Incidents to record

In addition to the requirements for all people, where a person is a victim and the information is known, record:

- [Ethnicity](#)
- [Iwi / Hapu](#) (where Ethnicity is identified as Māori)
- [Occupation Type](#)
- [Employment Status](#)

Where a support person is required also record :

Support person contact details – refer [6.5.17](#)

People Recorded within Family Harm Investigation Records

Record information for Primary Victims or Mutual Participants and people 'Bound by order' or 'at risk' of family harm incidents as if they are victims of offences and record the Person to [person link](#) between them.

Suspects

Refer to the [Principles Governing Recording of Suspects](#) for guidance in when to record and how many of which Offences and Incidents to record

In addition to requirements listed for all people, where a person is a suspect record:

- [Person to Person Link](#) between Suspect and Victim

Where known record:

- [Residential Address](#)
- Contact Telephone Number
- [Ethnicity](#)
- And where Ethnicity is Māori record [Iwi / Hapu](#)
- [Occupation type](#)

- [Employment Status](#)
- Country of Birth
- Height in cm
- [Hair Colour](#)
- [Body Marks](#)

Note:

[Record accurate information](#) - Suspect links between people (or organisations) and Offences must be expired when they are eliminated as a suspect.

Body Marks

Record only where there is no undue risk or difficulty in obtaining this information.

Information is entered so searches can be done to identify people who have distinctive tattoos. To ensure information is recorded properly for searching follow detailed instructions in [here](#).

Offenders

Refer to the [Principles Governing Recording of Offenders](#) for guidance in when to record and how many of which Offences and Incidents to record

In addition to the requirements for all people, where a person is an offender record:

- [Person to Person Link](#) between the Offender and the Victim
- [Person Record Number](#) (PRN)
- [Ethnicity](#)
- [Iwi / Hapu](#) (only where Ethnicity is identified as Māori)

Where the offender is arrested also record (if not arrested, record where known):

- [Occupation type](#)
- [Employment Status](#)
- Country of Birth. If within NZ also record City / Town of birth
- [Residency status in NZ](#)
- Height in cm
- [Hair Colour](#)
- [Body Marks](#) (see note above)

Identification of an offender also triggers requirement to record a [Clearance Record](#), the requirement of which are outlined in section [5](#).

Exception: Rarely there are highly publicised offences where either the offender or victim details are publicly known but the other persons details are not. In these situations **do not** enter the victim to offender relationship links until the details of both parties become public (even if this breaches the 72 hour limit).

Person to Person link type in this context is often referred to as 'relationship to offender' or Relationship [between] Offender and Victim (ROV).

4.3. Organisation Requirements

4.3.1 What to record

All organisations

For each organisation record the following data items:

- Organisation ID (automated)
- Name
- Organisation type
- Organisation category
- Organisation address
- Organisation to Person link of Primary contact
(this link should be described as 'Primary Contact')
- Organisation to Offence, Incident or Task code link

A person and their phone number show as the 'contact person' and 'contact phone' when the person has the most recent organisation to person link of 'primary contact'

4.3.2 Offender organisations

The apprehension of an offender also triggers the requirement to record a range of new information about the apprehension outlined in section 5.

4.4. Vehicle Requirements

4.4.1 What to Record

When a vehicle already exists from vehicle registration data provided to NIA from LTNZ these required details will already be recorded. Check all these fields to see if they need updating. This information forms the basis of many core Police information needs.

For all vehicles record where known:

- Category (Vehicle)
- Identifier (Vehicle) must be vehicle registration number if known
- Type of vehicle
- Make
- Model
- Vehicle to Offence, Incident or Task link
- Stolen and if Stolen is Yes then record:
- Stolen vehicle alert (automated)
- Towing authorised - if towing is authorised record Towing instructions in preformatted alert narrative
- Vehicle to Offence link must be 'Stolen'
- Vehicle to Location link as 'Place stolen from' (automated).
- Person or Organisation (victim of the unlawfully taken or stolen vehicle) to vehicle link of 'owned by'

Where known:

- Style
- Identifier (any other known identifiers)
- Primary / Secondary colour

When a stolen vehicle is located also record:

- Locating officer
- Informing officer
- Date and time informed
- Alert expiry date / time (for the stolen vehicle)
- Circumstances in the NIA Occurrence narrative
- Vehicle to Task link as 'Subject' (automated)

- Vehicle to Location link as 'Place recovered from' (automated)

Located stolen vehicles always use recovered vehicle 'wizard', found in the stolen alert screen. This creates a 2R Recovered Vehicle Task, clears alert and makes the links required.

Note: however, that the circumstances prompted for in the alert narrative for a recovered vehicle also need to appear in the NIA Occurrence narrative.

4.5. Item Requirements Including Firearms

4.5.1 What to Record

For each item record:

- Item Category
- Item Status
- Item Classification
- Quantity (for firearms record one item per firearm)

Where known or applicable also record:

- Identifier Type
- Serial Number
- Make
- Model
- Calibre

Click for a [step by step guide on how to enter stolen, lost, found, seized firearms](#), click on the 'How To' link below.

Tip: Consider consulting firearms officers when recording firearms because they have the specialist knowledge regarding descriptions and types of firearms.

4.6. Account Requirements

4.6.1 What to Record

For each account record:

- Number/Code (no spaces)
- Category and Sub Category
- Status
- Type

4.7. Clearance Requirements

4.7.1 Clearance Record

Refer to the [Principles Governing Recording of Clearances](#) for guidance in when it is mandatory to record Clearance Records.

Use NIA 'Enter Clearance / Charge' wizard every time, this will ensure mandated fields are entered. Offence cannot be 'cleared' unless screen is completed.

What to Record - Overview

Create a clearance record. This involves recording:

- File [number](#) that contains the offence being cleared
- Person identity that relates to the person being held responsible for the offence
- [Clearance/Charge - Group Mode](#)
- [Clearance Type](#)

For all Clearance Types record:

- Charge date
- [Offended \(charge\)](#)
- Offended date(s)
- [Charge code](#)

Where Clearance/Charge - Group Mode was Arrest also record:

- [Arrest date](#)
- [Arresting Officer](#)

Where Clearance/Charge - Group Mode was not Arrest record:

- [Officer](#)

Select the Offence which is being cleared

For Clearance type Te Pae Oranga and Warning also record:

- [Approving Officer](#)

For Clearance type Prosecution or Summons also record information specified in [5.2](#).

Offender information

Where an offender is a person, record information specified in [4.2](#) ensuring all the information is up to date

Where an offender is an organisation, record information specified in [4.3](#)

Custody information

Where an offender has been held in custody, record information specified in [6.7](#)

4.7.2 Prosecution

Data Entry Timing Requirements:

Information must be recorded when a person or organisation is charged within 4 hours for charges requiring same-day court appearance, 8 hours for charges requiring next-day court appearance, otherwise, 72 hours.

What to Record

Information about the charge

- Laid Means refer [here](#)
- Charge Text refer [here](#)

Charge text: Populated automatically and derived from Offence code given to charge. In some cases, wording includes spaces for additional wording Prosecution details

- Charge Offence Category refer [here](#)
- Court refer [here](#)
- Date / Time refer [here](#)
- Legislation Details refer [here](#)
- Min / Max Penalty (automated) refer [here](#)

Where known, record:

- Representative Charge Yes or No
- Alternative Charge Yes or No
- Fingerprints Taken Yes or No
- Tracking Count Number (TCN) refer [here](#)
- Joint Offender Yes or No
- Officer Name / Town refer [here](#)

For the 'life of the charges', within the NIA case record:

- Assignment Sub Status - 'Court Proceedings in Progress' refer [here](#)
- Assignment User ID
- Prosecutor QID refer [here](#)

Within Prosecution Case record:

- Prosecution Case Assignment Station Police Prosecutions Service
- Prosecution Case Assignment Group refer [here](#)
- Prosecution Case Assignment Sub Status refer [here](#)
- Prosecution Case End date 3 months
- Court hearing date refer [here](#)
- Memorandum meeting date / time refer [here](#)

When defence counsel information is received, record:

- Defence counsel node information refer [here](#)

When charges are withdrawn or dismissed, record:

- Reason refer [here](#)

When a prosecutor is required for a judge alone trial, record:

- Prosecutor role refer [here](#)

Note:

Recording information in the Prosecution Case part of NIA is restricted to specific users.

Charges in NIA Case and Prosecution Case must be the same.

When new charges have been filed in an existing NIA Case, the new Prosecution Case must be merged with the original Prosecution Case. This includes 'Failing to Answer Bail' charges.

When a Prosecution Case is identified as having charges from more than one NIA Case contained within it, the Prosecution Case needs to be split so the charges contained within each Prosecution Case align with only one NIA Case.

4.7.3 Warning Requirements

For Formal warning requirements refer Police Instructions

4.7.4 Diversion Requirements

What to Record

When Diversion has been granted, in addition to information required in [5.1](#) also record:

Diversion criteria

- OC Consulted Yes, No
- Victim Consulted Yes, No, Not Applicable

Approval details

- Diversion Approved Yes, No
- If diversion approved is Yes, then also record following information: refer [here](#)
 - [Approved By](#)
 - Approved On Date/time free text
 - Interview Details Yes - Completed, No – Failed to Complete Contract
 - Completed Reason
- If diversion approved 'No', Completed Reason must be recorded - 'Referred to Court'

Completion and signoff

If Completed and signed off then also record:

- Signed Off By refer [here](#)
- Reparation Yes / No - where Reparation 'Yes' also record Amount
- Letter of Apology Yes, No
- Counselling Referral Yes, No
- Service to the Community Yes, No
- Donation Yes / No - where Donation 'Yes' also record Organisation
- Restorative Justice Yes, No

Note: Completion reason field provides opportunity to give reasons why no diversion completed

Wherever relevant, also record the following information:

- New Court Date refer [here](#)

4.7.5 Youth Requirements

When to Record

A Youth Case must be created whenever Police take an action or initiate an intervention for any child or young person (under 18 years of age) who is an offender or a subject of an incident investigated by Police.

What to Record

In addition to information required in [5.1](#) also record:

- Youth Case Interim Action [refer here](#)
- Youth Case Status [refer here](#)
- [Youth Case Station](#)
- Parent / Care Provider Details [refer here](#)
ensure correct person is selected 'primary contact'
- Enrolment Type
- where offender / subject is currently enrolled at school / educational institution, record:
 - School Enrolled At
 - Education
 - Otherwise record Reason Not Enrolled Attendance Status
- On completion of a Youth Case, record Youth Case Final Action [refer here](#)

Youth Actions / Interventions

The following information must be recorded for every Youth Case where an action has been decided select an Action Type and:

If	then record	
Action type Warning	Officer Issuing Warning Date / Time Offender Warned	refer here refer here
Action type Alternative Action Plan	Start Date End Date	refer here refer here
Action type Family Group Conference	FGC Type Co-ordinating Officer Date FGC Held FGC Outcome	refer here refer here refer here refer here
Action type Incident Intervention Incident	Intervention Type Date and Time of Intervention	refer here refer here

Whenever an intervention has been decided as part of an Alternative Action Plan, FGC or Incident Intervention, then also record the following:

- Factor [refer here](#)
- Action [refer here](#)

YORST Assessment

The following information must be recorded for every Youth Case where YORST assessment has been made:

- Status [refer here](#)
- Completion Date [refer here](#)
- CYF Indicator [refer here](#)
- Completed By (Officer) [refer here](#)
- Score [refer here](#)
- Dynamic Score [refer here](#)

4.7.6 Breach of a Police Safety Order Requirements

When to Record

When a person is to appear in court due to breaching a Police Safety Order and a complaint is created and sworn at court.

What to Record

In addition to information required in [4.1](#) also record the following information:

- Date Sworn [refer here](#)

PSO Breach is not an offence: because it is not an offence, the person is not to be linked as an offender, they are a subject and requirements from [5.2](#) (clearance statistics) are not needed.

Part 5 - All Other Recording Requirements

5.1. Tasks

5.1.1 When to Record

Information must be recorded when Police carry out a Task and that Task type is flagged for mandatory recording in NIA in the [LRT – Code Book](#).

Tasks should not be recorded in addition to existing offences or incidents solely for the purposes of recording alerts or issuing notices (e.g. Trespass Notices) etc.

Trespass

If a trespass offence was mistakenly created in circumstances that mean a trespass notice was served, an alert can be created from that occurrence without the need for a 2Z task to be created.

5.1.2 What to Record

Record information as specified in section [4](#), using Task code in place of Offence or Incident codes.

Look up each task in the [LRT – Code Book](#) to find specific recording rules and guidelines for that task. When special recording requirements exist they are documented in the 'data entry and case management requirements' section.

5.2. Police Safety Order Requirements

All actions relating to PSOs including breaches must be recorded by CRL. Officers issuing or serving a PSO or reporting a breach of a PSO must report the details over the phone to CRL using the PSO 0800 telephone number.

5.2.1 When to Record

Information must be recorded in situations where Police have issued and / or served a Police Safety Order.

About PSOs

A breach of a PSO occurs at a new time / date and place from when the PSO was issued, so a new Occurrence needs to be created in full.

A breach of a PSO is not an Offence, it is an Incident.

5.2.2 What to Record

Within an existing record coded 5F:

Create two people using the following links between the people and the 5F

- Person Bound – for the person who is bound by the order
- Person at Risk – for the person who is the primary target of the person bound

Create a link between the two people using appropriate [Person to Person link types](#).

Where PSO has been issued and / or served, record:

- The Incident type
- PSO Type 5F

refer [here](#)

- PSO Number
- Issue Date / Time
- Expiry Date / Time
- PSO Issued By (QID)
- PSO Authorised By (QID)

refer [here](#)

When the order has been served also record:

- Service Date / Time

The NIA system automatically generates alerts for every PSO issued. These alerts expire automatically when either the expiry date is reached or the PSO is breached.

The only manual action required is that the status of the PSO alert should be updated to 'Served' where the PSO is served at a different time and place to where it was issued.

5.2.3 When a person bound by a PSO breaches the PSO

A breach of a PSO is not an Offence, it is an Incident.

While recording information specified in [4.1](#) there is a requirement to record:

- The Incident type as 6S
- The Person Bound by the order (refer [4.2](#))
- Person to Incident link. Link the person bound as the subject of the 6S

Also record:

- Related PSO number

refer [here](#)

Note: Only create offence code 3857 for the purposes of making a complaint at court. PSO breaches must always be recorded using the 6S incident code.

5.3. Alerts

5.3.1 NIA Alerts

There are many NIA Alert options that can be used to communicate a risk, operational requirement or any other important information. These alert options are defined by a high level category, as per below:

- Action Required
- Flags
- Intervention Plans
- Orders and Restrictions
- Staff Safety Flags

Each object below links to full lists of available alert options and detailed information governing entry for each. NIA users can create alerts for:

- [Person](#)
- [Location](#)
- [Vehicle](#)
- [Organisation](#)
- [Item](#)
- [Account](#)
- [Telephone](#)

Additionally, there are system generated Waka Kotahi New Zealand Transport Agency (NZTA) alerts for:

- NZTA Person
- NZTA Vehicle

A full searchable list of NIA alerts is available in the [Alert Template Query](#); the alert template query be accessed through NIA.

In some circumstances it is necessary to enter a combination of alerts, e.g.

- A high risk family harm situation may require person (Family Violence High Risk) and location (FV Alarm Fitted Do NOT Disclose) alerts.
- A recidivist drink driver who is indefinitely disqualified will/may have a combination of person (Road Safety Target, Indefinite Disqualification) and vehicle (Known to be driven under influence of Drugs or Alcohol) alerts.

5.3.2 NRS: Alert Specific Recording Principles and Rules

Timeframes

Enter an alert within a timeframe that is relevant to the risk and/or operational need, and no later than 72 hours from the time the information was received.

Alert Purpose, Parameters, Process, Preferred Narrative and Privacy (5Ps)

All alerts must observe the 5Ps and must be created from a contextual record:

- **Purpose:** alert narratives must always clearly communicate the relevant alert high level category; Action Required; Flags; Intervention Plans; Orders and Restrictions; Staff Safety Flags.
- **Parameters:** use the correct alert to communicate; Action Required; Flags; Intervention plans; Orders and Restrictions; Staff Safety Flags.
- **Process:** update the alert narrative (or expire) when no longer required.
- **Preferred Narrative:** NIA Alerts have preferred narrative recommendations and the NIA Alert Template Query contains the preferred narrative for most Alert types. These narratives prompt and self-populate during the Alert entry.
- **Privacy:** Sharing and disclosing alerts must adhere to specified principles of the Privacy Act 2020. Refer to Police Instructions for guidance on [Information Privacy Principles](#)

The consequences of entering the wrong alert are not always immediately obvious.

Example: the incorrect use (entry) of the *Roadside Suspension Forbidden* alert for a person forbidden after driving with the incorrect class of licence will result in the alert expiring at the end of the week when NZP complete a driver licence data match with NZTA.

Information about [governance and maintenance](#) of the range of alerts available is available, including how to request new Alert types.

5.3.3 Vehicle Non-Operate Orders

When to record

Information must be recorded when a vehicle has been issued a Non-Operate Order. The non-operation order alerts display as alerts but are not entered as alerts. The four green/pink sticker alert options are created on the vehicle dossier view; use the create option and select non-operation order

What to record

For each vehicle create an alert and record:

- Date / time issued refer [4.4](#)
- Non-Operate Notice Number
- Non-Operate Notice Type Pink Sticker, Green Sticker
- Defective: Describe vehicle defects which led to order being issued (except where issued for illegal street racing). Use check-box as appropriate for noisy exhausts

In the alert narrative note: any other restrictions of the order such as

- speed, direction, place, time
- Issuing Officer refer [4.4](#)
- Issuing Officer station refer [4.4](#)

5.4. Intelligence Noting Requirements

5.4.1 CrimeStoppers

When to record

Information must be recorded in situations where CrimeStoppers report has been received.

What to record

Record as Occurrence. While recording information specified in [4.1](#), use these values:

- Use Reporting channel CrimeStoppers.
- Use Task code 2I Information
- File status to be assigned for assessment as to whether report constitutes evidence an Offence has occurred, and whether any further Police action is required.

In addition to the information in [4.1](#) also record:

CrimeStoppers identifier including the CBL prefix (to assist keyword searches) at the beginning of the Occurrence description (NIA) and/or the CARD event header (CARD)

The entire text of the CrimeStoppers e-mail report into the NIA narrative

- Information value refer [here](#)
- Crime theme
- Information assessed by

Where known also:

Link entities e.g. people, vehicles, locations, phone numbers using appropriate link types.

Campaign/appeal Media appeal, Targeted national campaign, Targeted local campaign.

5.4.2 Other intelligence noting

When to record

Information must be recorded in situations where Police receive information and decide it is worthy of recording for intelligence purposes.

What to record

Record as an intelligence noting record:

- Intelligence Noting Type refer [here](#)
- Reporting channel
- Started / Occurred on
- Scene station
- Reporting station
- Narrative

Where known also:

Link entities e.g. people, vehicles, locations, phone numbers using appropriate link types.

Consider the following information for inclusion in any intelligence noting:

- Grounds for turnover
- Person's position in the vehicle
- The vehicle owners' details and relationship to occupants
- Degree of co-operation
- Whether or not any person was searched
- Whether any search was consensual or required by an enactment
- Results of any search
- Drug habits
- Details of documents in the possession of any relevant person
- Any numbers obtained from a subject's cellphone
- Any e-mail addresses obtained
- Any problems encountered
- Details of any possible risks to any Police officer or employee in the future
- Actions taken to counter or confound any law enforcement methods used
- Details of questions and responses with respect to gang involvement
- Details of other places/addresses frequented by any subject
- Details of any relevant associates and their relationship to the subject
- Modus Operandi (MO) details
- List any other intelligence gained that may assist future investigations
- Predominant colours of clothing worn
- Attach any scanned or digital images that are relevant and available

- Where information recorded is received from informant, include assessment of reliability

5.5. Victim Contact Requirements

5.5.1 When to Record

Information must be recorded in situations where a victim has been contacted.

In certain situations, if a burglary scene is attended, a victim contact must be recorded (refer [Burglary Coding Guide](#)).

5.5.2 What to Record

- For every victim contact record:
- Person / Organisation refer [here](#)
- Type of victim contact refer [here](#)
- Date of victim contact
- Person making the contact
- Method of contact refer [here](#)

If the person contacted is a support contact then record:

- Support / Contact Person
- Support / Contact Phone

5.6. Alco-link Requirements

This section is no longer relevant – refer [Alco-link](#)

5.7. Custody Record Requirements

5.7.1 When to Record

NIA custody records must be completed for every person detained in police custody (note that this does not apply where the custody is temporary, e.g. for intoxicated persons driven home in Police vehicles). Additional records should be created to handle transfers of people between custody facilities.

5.7.2 What to Record

Create Custody Records (Mandatory):

- Detainee type refer [6.14.1](#)
- Custody unit
- Arrest date / time
- Arresting member QID refer [6.2](#)
- Received date / time
- Received member QID refer [6.2](#)
- Arrest Location free text – record an accurate description of the location of the arrest
- Offence / Incident code refer [6.14.2](#)
- Bailable refer [6.14.3](#)

Where the person is appearing in court, also record:

- Court refer [6.9.8](#)
- Hearing date / time refer [6.1](#)

Also record where known:

- Visitors Allowed Yes or No
- Interviewed other offences refer [6.14.4](#)
- Detainee consented to release information Yes or No
- Consent comments Free text
- Custody Comments Free text

Detainee Details (Mandatory)

- Person details refer [6.5.1](#)
- DNA refer [6.14.5](#)
- Photograph refer [6.14.6](#)
- Fingerprints refer [6.14.7](#)
- Arresting/ Escorting members evaluation, Medical or psychological concerns (if yes, must free text explanation)
- Arresting/ Escorting members evaluation: Staff safety concerns (if yes, must free text explanation)
- Evaluation Assessment, Each category must have at least one entry (refer [6.14.8](#)) can free text any comments required
- Mental Health (mandatory field) At least one entry required (refer [6.14.10](#)) can free text any comments required
- Evaluation (level of care assigned, mandatory field) Refer [6.14.11](#)
- Assign Cell – in movement/ release field

Detainee Details, where known:

- Any other signs or indications that care needs to be taken with this person (free text)
- Health conditions (eg breastfeeding) freetext

1.2.6. requires use of existing records where they exist. Use existing identity details, but check all required fields to see if they need updating. This information forms the basis of many core Police information needs.

1.2.7. requires cross referencing across systems. Always link an Occurrence to a custody record where the Occurrence ID is known.

1.3 outlines the principles for the recording of offences. Applying these principles means that wherever a person is arrested for an offence, by extension, an occurrence record containing details of that offence must be recorded. This means that, for example, a person cannot be given a Formal Warning unless an occurrence has been created containing details of the offence, as well as a clearance record linking the person as an offender.

Within Custody module all offences and/or incidents for which a person has been arrested or detained should be recorded in the available space, this may differ from what is recorded in the related Occurrence. This should include situations where an offence is discovered while the person is in custody (e.g. where drugs are found during a search in custody). Offences or incidents a person is arrested or detained for may differ from those which the person is eventually charged or warned etc. with.

Release Details

Temporary Release

- Enter details of the person who the detainee is being temporarily released too
- Enter any comments – free text

Detainee return

- Enter details of the person who is returning the detainee
- Enter comments optional - free text

Station Transfer

- QID of person who authorised the transfer
- Where transferred
- Enter any comments – free text
- Enter if charges are to be filed Yes/No if no, enter reasons – free text
- Record if any complaints from detainee Yes or No. If yes, record if reported to NCO

Released to Remand /Sentenced Details

- QID of person who authorised the release (mandatory)
- Where released to (mandatory)(dropdown box)
 - Enter any comments
 - Enter if charges are to be filed Yes/No if no, enter reasons – free text
 - Record if any complaints from detainee Yes/ No. If yes, record if reported to NCO

Final Release (refer [6.14.12](#))

- QID of person who authorised the release (mandatory)
- Where released/ bailed to (mandatory)(dropdown box)
 - Enter any comments
 - Enter if charges are to be filed Yes/ No If no, enter reasons – free text)
 - Record if any complaints from detainee (yes/ No dropdown box). If yes, record if reported to NCO

Persons held on behalf of other agencies, Arrest Date and Time is not mandated, but should be recorded where known. Also, there is no requirement to record incidents or offences relating to detention (section is greyed out in NIA). All other fields / risk assessments etc. should be completed as for normal Police detention.

Free text fields

Record relevant comments/reasons noting details of risks, intoxication, health issues etc. should be recorded in appropriate structured fields provided.

5.8. Firearms Licencing Requirements

5.8.1 When to Record

Information must also be recorded whenever an application for a firearms licence is received and processed, the status of a licence is changed (e.g. the licence expires, is revoked, or is surrendered etc.), a security check is undertaken, there is any change to the status of a weapon on the licence, or if a permit is issued or used.

5.8.2 What to Record

For new Licence Applications record:

- Details of the applicant refer [here](#)
- Licence Type refer [here](#)
- Status refer [here](#)
- [Issue Date](#)
- Expiry Date (automated)
- [Licence Application Date](#)

Where a licence has expired or the status of the licence has changed record:

- change the Status of the licence to the appropriate status
- record any relevant details / reasons for the status change in the Comments tab

For Endorsements record:

Note: endorsements can only be added to existing Standard or Visitor Licences:

- Endorsement Type refer [here](#)
- Status refer [here](#)
- [Issue Date](#)
- [Expiry Date](#) (automated)
- [Endorsement Application Date](#)
- Endorsement Type 'B' only – record name of the Pistol Club refer [here](#)
- Endorsement Types 'B', 'C' 'P' and 'R' – add all firearms held by a licence holder on each Endorsement.

Where an permit is applied for:

- Permit number (automated for import, free text for all others)
- Permit Type refer [here](#)
- [Permit Status](#)
- [Issue Date](#)
- [Expiry Date](#) (automated)
- [Weapon type](#)
- Weapon quantity (number)
- When the permit changes to 'Used'
 - All weapons must be added to the permit as items
- Section (the Arms Act Section under which the permit has been issued)
- If relevant
 - Conditions
 - Notes

For Export and Import permits, also record:

- Country firearm(s), ammunition, explosives being exported to / from as appropriate refer [here](#)

5.9. Logging Availability for Dispatch

This section relates to 'Logging on' in I-NET or mobile devices

5.9.1 When to Record

Information must be recorded in situations where a staff member makes themselves available for dispatch from the Communications Centre

5.9.2 What to Record

For every 'unit' record:

- Officer QID (for each officer in the unit) refer [here](#)
- Call sign refer [here](#)

5.10. Missing Persons

Always record Missing Person reports using specially designed Missing Person Occurrence Template in NIA. This prompts all necessary fields and automates some of the process.

5.10.1 When to Record

Record information as specified in section [4.1](#) and note:

Within 4 hours of receiving the report, information must be recorded in situations where a person is reported missing.

5.10.2 What to Record

When recording information specified in [4.1](#) note:

- Location of Missing Persons Reports must always be recorded as location where subject (missing person) of the report was last seen
- Person to Task link between missing person and Task will be created automatically if specific missing person Occurrence is used.

In addition to information specified in [4.1](#) also record:

- [Missing Person Category](#) and Sub-Category
- Dementia/Alzheimer's and Autism
 - If the subject suffers any of these conditions, and is fitted with a tracking device, details of that tracking device must be recorded
- Missing Person Alert (automated).

Where known, also record (in narrative fields):

- State of Health: Record any / all of following information as appropriate to circumstances:
 - Current Medical Condition
 - Current Mental Health
 - Medication / Dosage / in Possession Details
 - Doctor and Dentist, include contact details

Missing Circumstances: Record any / all of following information as appropriate to circumstances:

- Last Seen Circumstances – include details of who last saw the missing person

- Possible Reasons why Missing
- Possible Whereabouts
- Bank account details

Background: Record any / all of following information items as appropriate:

- Missing Previously
- If missing previously, was it reported to Police
- Previous Circumstances / Where Missing Previously

Publicity: Record any / all of following information items as appropriate:

- Signed Authority Held
- Details of Person Giving Authority (link person record as appropriate)
- If declined – give the reason consent was not given

Missing Person's Photograph: Record any / all of following information as appropriate:

- Available
- Forwarded to Missing Person Unit

5.11. School Visit Requirements

5.11.1 What to Record

3Y is only to be used when **all three** of the following ingredients are met:

- engaging with staff, students or parents, and
- on a school site, and
- with a prevention focus

For example:

- student engagement activities
- staff training
- parent meetings
- Board of Trustees meetings
- CPTED audits in a school
- school presentations

3Y preventative task code can be used by all Police members. No longer excludes work of School Community Officers (once known as LREP).

3Y excludes:

- where a Police member visits a school for the purpose of a specific investigation or response to a call for service. For example:
- enquiries on a previously reported offence (use 4Q)
- an alarm sounding at a school (use 1A)
- bringing a truant back to school (use 1T)
- where there is an offence at a school (use appropriate offence code)
- drawing a raffle at a school (use 2H)
- where purpose for the visit is not to engage with students, staff or parents; and other relevant prevention tasks codes apply, e.g. foot patrols at school (use 3F)

5.12. DNA Sample Requirements

5.12.1 What to Record

Record information as specified in section [4.1](#) and note:
when recording a DNA Task:

- Using the DNA wizard which will automatically code the task 5N refer the [NIA Manual](#)
- Start date / time must record date / time of decision / agreement to obtain DNA sample
- End date / time must remain blank until sample has been taken and reflect date / time DNA sample was taken.

In addition to information specified in section [4.1](#) also record in narrative:

- The category of the DNA Sample i.e. Intention to charge, Databank, databank post-conviction, Elimination or Suspect
- Name, QID of the officer who took the sample
- The DNA donor's name
- The date the sample was taken
- The DNA barcode number
- Documentation
 - Scan all the POL forms and other forms (both sides where printed) relating to the 5N DNA file, attach the electronic pdf to the main occurrence file in NIA that relates to the DNA Sample
 - Retain the hard copy 5N DNA file as a part file with other 5N DNA files in accordance with the retention periods outlined in the [LRT – Code Book](#)

In addition, DNA Sample Taken alert must be recorded on a person linked to the triggering Offence as offender or suspect (as per requirement specified in [LRT – Code Book](#)).

5.13. Forensic Examination

5.13.1 What to Record

For each forensic examination record:

- [Forensic Examination Type](#)
 - If examination type is assessment only also record [Reason for not attending](#)
- Place of Examination (select location from list)
- [Examiner](#) (QID)
- Forensic Examination [On / start](#) date and time

For each exhibit taken record:

- [Exhibit type](#)
 - If exhibit type is fingerprint, shoe impression or tool mark also record [Subtype](#)
- Exhibit Number (free text)
- Where found (free text)
- [Date and time taken](#)
- [Taken by](#) (QID)

For each elimination / suspect nominations:

- [Elimination / suspect nomination type](#)

- Name (select from list of available names)

Recording of a 'scene examination' in this part of NIA is one way to ensure 'scene attendance' at Dwelling Burglaries can be acknowledged.

5.14. DNA Hit

A 'DNA Hit' is a *Crime Sample to DNA Profile Databank Report* that is sent by ESR to Police.

[Guidance on How to Enter a DNA Hit](#)

5.14.1 When to Record

Recording **must** be completed for **every** DNA hit, regardless of whether the DNA hit relates to a suspect or offender.

5.14.2 What to Record

For each DNA Hit received record:

- [Exhibit Exam Type](#) (Note: this may already be present and is most likely 'Swab' for DNA)
- Exhibit Exam Result Type – must be "Named Individual Profile – Individuals Details"
- Identified Person – link the identified person
- [Result Date](#)

DNA Hits often hold the key to who was responsible for an offence. The requirements in this section ensure that information is properly and consistently captured and helps make sure appropriate and timely follow-up occurs.

Consider entry of an Alert: An alert on the suspect will always be appropriate when:

- the person is a suspect for the offence and;
- they have not already been dealt with for the offence and/or;
- the suspect's address is not known and/or
- the file is not assigned for enquiries

Part 6 - Data Item Definitions

6.1. Dates and times

Description	This standard requires dates and times to be recorded in a wide range of places. In almost all the situations the date and time are captured in date and time specific fields.	
Uses	Dates and times are used to document when things happened. They are also used to track and monitor progress of a case or file and to monitor compliance with legislated requirements, performance measures and recording rules as they relate to timeliness.	
Format	Either select from a calendar or record in dd/mm/yyyy	
Section		Description
4.1	Start date / time	Occurrence start date / time - date / time Offence / Incident happened or earliest it could have started.
4.1	End date / time	Where precise time of Occurrence is unknown, end date and time relate to last possible time Occurrence could have taken place. End Date / Time must not be earlier than Start Date / Time or later than date / time Occurrence discovered.
4.1	Reported date / time	A reported date and time is date and time a person reported something to Police or date and time when Police discovered something. At times there is a large delay between when something happened and when it is first told to Police.
4.1	Entry date / time	Entry date and time are system generated time stamps allocated when an Occurrence is created.
4.1	Period Assigned until	Any date less than 90 days from date of assignment can be recorded, three standard options are available on a button in the entry screen. The period assigned automatic options are: 30 days (default) 60 days 90 days (maximum).

4.2	Date of Birth	Date person was born. If precise date of birth is unknown / cannot be determined, record estimate of person's age and date estimate made. Must be updated as soon as actual date of birth is determined.
4.4	Recovered vehicle date / time informed	Date and time owner of a stolen vehicle was informed the vehicle was located.
5.2	Charge date	Date of decision to charge or if unknown, date of entry of the charge.
5.2	Offended date(s)	Auto populates from start and end date of Occurrence.
5.2	Arrest date / time	Date and time a person was arrested.
5.1	Apprehension date / time	Date and time an apprehension was made.
5.1	Clearance date / time	Date and time a clearance type was decided.
5.1	Hearing date	List of all court hearing dates.
5.2	Memorandum meeting date	Date a case management memorandum meeting is held.
5.4	Diversion approved date / time	Date and time the diversion was approved.
5.4	Diversion new court date/time	The court date and time which is set for the end of the Diversion.
5.6	PSO breach sworn date / time	Date and time the PSO breach was sworn.
5.6	PSO issued date / time	Date and time a PSO is issued (not served, these can occur concurrently).
5.6	PSO expiry date / time	Date and time a PSO expires.
5.6	PSO service date / time	Date and time a PSO is served (not issued, these can occur concurrently).
5.6	PSO breach sworn date / time	Date and time PSO breach was sworn.
5.7	Release date / time	Date and time a person was released from custody.
5.8	Licence Application date	Date of the licence application.
5.8	Endorsement Application date	Date of the endorsement application.
5.8	Permit Issue date	Date of the permit issue/application.
5.8	Permit Expiry date	Date a permit expires (automated)

6.3	Alert start date / time	Date and time alert starts.
6.3	Alert expiry date / time	Date and time alert expires. Should be entered at time of entry if known, otherwise entered when alert is no longer valid.
6.7	Date/Time of Release	Date and time a prisoner is released from Police custody. This will be automatically populated by NIA when the prisoner is released.
6.13	Forensic Examination Start Date / time	Date and time forensic examination was started (start date and time).
6.13	Forensic Exhibit seizure date / time	Date and time forensic exhibit was initially seized / created.
6.14	Result date	Date a DNA hit notification (Crime Sample to DNA Profile Databank Report) is received by Police

6.2. Officer / Employee details (QID)

Description	This standard requires officer or employee details to be recorded in a number of places. All employees have a unique code known as a QID. In almost all situations officer or employee details are entered into specific fields structured to record a QID.
Uses	Officer or employee details are used to document who did or authorised certain actions.
Format	QID is a six-digit alphanumeric made up of the employees initials followed by four other alphanumeric characters.

Section		Description
4.1	Reporting employee	Person who took initial report that generated creation of an Occurrence.
4.1	Creating employee	System generated field allocated when Occurrence is created. Allocates QID of member logged on to NIA or CRIS.
4.1	Assignment User ID	Person assigned file. Where more than one person is working on File, it is to be assigned to member who is responsible for completion of File.
4.1	Requesting User	Officer who asked for change or deletion to be made. If person entering decided to change or delete Offence code themselves, use their own QID.
4.4	Locating Officer	Person who enters location details in NIA.

4.4	Informing Officer	Person who informed owner of vehicle it has been located.
4.7	Diversion Approved By	Person who approved diversion to be granted
5.1	Arresting officer	Officer who effected arrest.
5.1	Approving officer	
5.1	Clearing officer QID	Officer who dealt with offender.
5.2	NIA Case User ID	Officer in charge of Case.
5.7	DNA taken by	Officer who took DNA from a person
6.13	Examiner	QID of person doing forensic examination.
6.13	Forensic Exhibit taken by	QID of person who seized and/or created exhibit.

6.3. Police stations

Description	This standard requires information about Police stations in a number of different sections. In most of these situations the information is recorded in fields that are designed to take that specific information and provide a list of valid options.	
Uses	Station details are used in case management, to ascertain where files are. They are also used in Performance, Intelligence and Statistical reporting and analysis for trends and comparisons.	
Format	Select the most appropriate option from the list of valid options.	
Section		Description
4.1	Scene station	Operational Police stations have defined geographical boundaries they are responsible for. A Police station becomes the scene station for any specific Occurrence when an Offence, Incident or Task occurs within that boundary. The Scene Area and District are derived from the Scene station. Within CARD the scene station is derived from location of Offence, Incident or Task. Within NIA the scene station is a field entered by staff manually; it is not derived from location.

		Not all stations are available for selection to be scene stations as they have no geographic boundary they are responsible for e.g. PNHQ is not a valid option for Scene Station
4.1	Reporting station	Reporting station is the name of the Police Station where the matter was reported or discovered, or where reporting member is currently assigned to. Includes stations that are not also scene stations, such as Interpol and Crime Reporting Line call centre
4.1	Assignment station	Assignment station is attribute of a File and part of a collection of fields relating to File assignment. Note: not all reporting stations are valid Assignment stations.
	Custody station	Station at which the person is being held in custody
4.7	Youth Case Station	The station of the Youth Aid Officer assigned the Case

6.4. Data Items Relating to Offence and Incident Recording

6.4.1 File number

Description	File number is a data item attribute of a File. A system generated unique identifier for Files or cases.
Uses	File numbers are used by operational staff for case management and referencing.
Multiples	File number is unique to one file or case.
Definitions	Format - YYMMDD/#### being date of creation reversed followed by four numbers.
Example	131203/1357 is a File generated on 3rd of December 2013.

6.4.2 Occurrence ID

Description	Occurrence ID is data item attribute of an Occurrence. A system generated number - unique identifier for Occurrences. In NIA the field name on screen is 'record ID' when querying - number displayed in square brackets in window bar when an Occurrence is opened.
Uses	Occurrence IDs are used by operational staff for case management and referencing.

Multiples	Only one Occurrence ID can be allocated to any single Occurrence.
Definitions	Occurrence ID is in a numerical format.

6.4.3 CARD event number

Description	The CARD event number is a: data item attribute of an Occurrence system generated number - unique identifier for CARD events.
Uses	CARD event numbers are used by operational staff for case management and referencing.
Multiples	One CARD event number exists for every CARD event. At times multiple CARD events exist for same Offence or Incident, in these situations one is selected as primary CARD event, others are marked as duplicates (cannot be used to link to Occurrences)
Definitions	Format one letter and nine numbers X#####.
Example	P000123456

6.4.4 Reporting channel

Description	<p>The reporting channel:</p> <ul style="list-style-type: none"> • is a data item attribute of an Occurrence • describes how Police received the information that initiated the record, how it was reported to them.
Multiples	Only one method of reporting can be recorded for a single Occurrence. If a person attempts to report something, but is asked to report it using another channel, record channel used to make report.
Definitions	<p>Select the option that describes how the matter was first reported to Police. Most options are self-explanatory, e-mail, Fax, Interpol, Mail, Not on form, Officer approached, Officer discovered, Phone, Public Counter, Web Form. Those needing further explanation are:</p> <p>CrimeStoppers</p> <ul style="list-style-type: none"> • To be used only when a call has been received on the CrimeStoppers 0800 line. <p>CYF National contact centre</p> <ul style="list-style-type: none"> • To be used only where a report of concern is received from CYF.

6.4.5 Location type

Description	<p>The location type is part of Occurrence or Address (not a location) and .</p> <p>When relating to Occurrence location it records whether Offence or Incident occurred at a specific place, or as part of a journey.</p>
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	When relating to Address it records whether address is at a specific place or offers a range of options.
Uses	Location type is used by Intelligence to scan for patterns and trends.
Multiples	Only one location type can be recorded for any single Occurrence or address.
Definitions	Valid options for Occurrence location are:
Street address	Used when geo-coded address point can be used directly or as reference point. Does not have to be street address, could be public park / intersection and Offence / Incident does not need to have occurred at address, can be indicated as occurring near / outside using 'Proximity' field (refer below)
Journey	Do not use – if the offence or Incident happened while on a Journey - Refer 1.10.2
Unknown	Use for Occurrence Location if the location is not known - Refer 1.10.2
Postal Address	Valid for Addresses (not for Occurrence Location)
Foreign Location	Valid for Addresses (not for Occurrence Location)
No Fixed Abode	Valid for Addresses (not for Occurrence Location)
Other	Valid for Addresses (not for Occurrence Location)

6.4.6 Proximity

Description	Proximity field records whether something happened at a specific address (as recorded in the location and location type fields) or not.
Uses	Proximity is used by Intelligence to scan for patterns and trends.
Multiples	Only one Proximity can be recorded for any single Occurrence.
Definitions	Select most appropriate option. Valid options include:
At	Occurrence happened within the boundaries of the property address, within an intersection, or the portion of a street bounded by two cross streets, or is accurate to within a few metres of the point location given. For example, driveways, garages, back yards and other outbuildings should be considered to be 'At' the main property address.
Outside	The Occurrence happened in the street segment that the property address has as a road frontage. Example - a victim's car is broken into while parked on the street immediately in front of their home address.

Nearby	The Occurrence happened in the vicinity of the location given, but not so close that it would be considered either 'At' or 'Outside'. For example, the Occurrence happened in a public park near, but not directly adjacent to, the informant's home address.
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A major review of location information is underway, including changes to Location details (type), Location type, Proximity, Scene type. This section contains existing details as place filler until new options are finalised, approved, incorporated into NIA.

6.4.7 Location details (type)

Description	Location details (type) describes type of place the location is. This data item is an attribute of location. Once recorded it remains an attribute of that location onwards but can be updated if location type changes. Refer also Scene type here (similar but different to this field).
Uses	Location description is used by Intelligence to scan for patterns/trends.
Multiples	Only one location details (type) can be recorded for a location at a time. Where a place can be described by more than one location details (type) select most accurate/specific. Consider what greatest number of people use the location for / use that produces greatest income/benefit for people, e.g. lifestyle block with 'hobby farm' record as 'Residential – House' unless farming activities are main source of household income.
Definitions	Select most appropriate option. A proposal is currently under consideration to reduce the valid options. Proposed valid options are:
Commercial	Any commercial property that cannot be further defined
Commercial – Bank or Finance House	Includes banks and financial institutions
Commercial – Casino	
Commercial – Chemist or Pharmacy	
Commercial – Factory or warehouse	Includes offices that are part of factories, warehouses or workshops
Commercial – Garage or Service Station	Includes petrol stations located on or adjacent to supermarket premises owned and operated by supermarket
Commercial – Licensed for Sale of Liquor	Places that are more bar/pub than restaurant Excludes licensed cafes and restaurants (use Commercial - Restaurant or café)

Commercial - Medical room, surgery or clinic	Excludes hospitals (use Public – Hospital or grounds)
Commercial – Motel, Lodge, Hostel, Hotel or Campground	Short term accommodation
Commercial – Office (Multi story)	If a more specific option is available, select that in preference (e.g. if an office is part of medical rooms select that in preference)
Commercial – Office (Single story)	If a more specific option is available, select that in preference (e.g. if an office is part of medical rooms select that in preference)
Commercial – Parking Area or Building	
Commercial – Retirement, Rest-home	Excludes retirement villages where houses are self-contained (use Residential - House)
Commercial - Shop, store, supermarket	Includes malls, hairdressers Excludes banks (Commercial – Bank), petrol station and shop - part of station (Commercial – Petrol station)
Commercial – Shopping Mall	
Miscellaneous	
Miscellaneous – Boat or Ship	
Miscellaneous – Building or Construction Site	
Miscellaneous – Church or Religious Facility	
Miscellaneous – Container	Do not use
Miscellaneous – Dwelling	Do not use
Miscellaneous – Embassies or Diplomatic Residences	
Miscellaneous – Emergency Services Building	
Miscellaneous – Farm, orchard or associated building	
Miscellaneous – Gang Headquarters	
Miscellaneous – Lake, harbour, waterway, sea	
Miscellaneous - Marae, Māori land parcel	

Miscellaneous – Other	
Miscellaneous – Other gang address	
Miscellaneous – Shed	
Miscellaneous – Wharf	
Public	Any public property that cannot be further defined
Public – Airport	
Public - Hospital and Grounds	Includes hospital grounds
Public - Parking area or building	Use where whole 'location/address' is parking area or building. If parking is part of a scene that can be classified as another location type, select that and use Proximity to indicate outdoors area.
Public – Place or Entertainment	
Public - Police station	Includes Police bases
Public – Public Place or Street	Includes local roads and state highways Excludes driveways/access ways located exclusively on private property
Public – Railway Station	
Public – Schools or Educational	Includes pre-schools, primary and secondary schools, universities, colleges, training institutes Excludes university hostels (Residential – Institutional, long term hostel)
Public - Sporting facility, grounds	Includes sports ground clubrooms, grandstands, sheds, playing area
Residential	Any residential property that cannot be further defined
Residential – Carpark	Do not use
Residential – Carport / Garage	Do not use
Residential – Farm House	
Residential – Flat/ Apartment (Multi Story)	
Residential – Flat/ Apartment (Single Story)	

Residential – Hostel / Institutional	Includes university hostels, long term hostel accommodation
Residential – House (Multi Story)	
Residential – House (Single Story)	
Residential – Housing NZ	
Residential – Property and Grounds	Do no use
Residential – Residence under construction	Do not use
Residential – Residence with office, professional rooms attached	
Residential – Shed	Do not use
A major review of location information is underway including changes to Location details (type), Location type, Proximity and Scene type. This section contains existing details as a place filler until the new options are finalized, approved and incorporated into NIA.	

6.4.8 CPP Site

Description	CPP site is a data item of an Occurrence. The name of suburb or town where CPP team is located.
Uses	CPP site used to ensure contact with CYF re File is conducted with correct CYF office (CYF office holding relevant case File).
Multiples	An Occurrence can only have one CPP site.
Definitions	Select a valid option from the drop down list of town and suburb names.

6.4.9 Reporting workgroup

Description	Reporting workgroup is the name of the workgroup where report was taken. Derived from QID of person entering data into NIA.
Multiples	Only one reporting workgroup can be recorded for any single File

6.4.10 Assignment

Description	Describes assignment as an attribute of CARD events only, not to be confused with file assignment in Case Management mode of NIA. Assignment is primary unit ID assigned to the CARD event.
Uses	Assignment information is used to determine reporting officer when an Offence or Incident is not reported in NIA.

Multiples	Many units can be assigned to a single event, only one is assigned as the primary unit.
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6.4.11 Reason

Description	Reason field is designed to capture information about why an offence, incident or task code is changed or deleted.
Uses	Reason field is used for auditing of offence, incident or task accuracy, part of knowing who made changes and why.
Multiples	Only one reason can be recorded for any change or deletion.
Definitions	
Evidential re-code	On re-assessment - judged original code no longer correct considering information now known. Another code better reflects circumstances (includes minor/substantial adjustments). Applies if original code mistakenly entered / new information received.
Administrative re-code	Any situation where offence code needs to be changed due to a technicality rather than reassessment or mistake e.g. when offence statistics are created using 'copy to new statistic' (to save data entry time) then need offence code updated to be correct

6.4.12 File status

Description	File status is an attribute of the File and part of a collection of fields relating to File assignment.
Uses	File status is one of a number of fields designed to assist Police in managing case holdings
Multiples	Only one File status can be recorded for a single File at any one time.
Definitions	
Assigned	Active and with an employee
Filed	Completed and closed (Offence/Incident may not be resolved). File containing unresolved Offence filed, Offence must have result code 6 and no offender recorded for Offence.
Inactivated	Unable to be progressed further and an alert exists on File (e.g. case gone cold, because suspect cannot be located).
Posted	Posted should be used in every instance where a file is transited and not handed directly to the assignee.

6.4.13 File sub-status

Description	File sub status is an attribute of a File and part of a collection of fields relating to File assignment. Note: this is different than Prosecution Case Assignment Sub Status – refer 5.1
Uses	The File sub-status is one of a number of fields designed to assist Police in managing caseloads at a group level.
Multiples	Only one File sub-status can be recorded for any single File at one given time.

Definitions	Select most appropriate sub-status from available options (below). Full definitions of options and guidelines for use can be found on Case Management webpage . Note: Case sub-statuses do not necessarily follow set sequence - any file may move through sub-status on multiple occasions (e.g. Case Assessment may be conducted on regular basis for longer investigations).
Action by Crown Solicitor	High court proceedings or other action by Crown Solicitor.
Action by External Agency	Case awaiting completion of action by an external agency (includes overseas agencies)
Awaiting Forensic Results	Case cannot proceed further until forensic reports received.
Awaiting Member Assignment	Case received, assessed and prioritised at workgroup, not yet assigned to a specific member for further action.
Case Assessment	Case assigned for initial assessment, rating and prioritisation or for supervisory review.
Case Completion Process	Investigation/prosecution processes complete or not required. Includes matters required for completion before filing once an investigation is completed.
Court Proceedings in Progress	Proceedings have commenced – see Case Management website for further information.
Crime Prevention Follow Up	Assigned for victim contact to complete crime prevention duties.
Decision Pending	For firearms licensing use only – indicates that the licence application is being processed and is awaiting approval.
Intelligence Analysis	File temporarily assigned to National / local intelligence for purposes of assisting in preparation of intelligence products.
Investigation In Progress	Case under active investigation
Prepare For Court Proceedings	Case being prepared for court proceedings. Includes preparation for PPS, Coroner's Court, tribunals etc.
Vetting Review	Case has been reactivated or requested for vetting staff to review contents during vetting process.
Youth Process	Case awaiting completion of Youth processes (e.g. FGC, Care and Protection, Youth Justice etc.).

6.4.14 Group assigned

Description	Group assigned is an attribute of a File and part of a collection of fields relating to File assignment.
Uses	File sub-status is one of a number of fields designed to assist Police in managing caseloads at a group level.
Multiples	Only one group can be recorded for a single File at any given time. Where more than one person is working on a File, it must be assigned to the group of the member who is responsible for the completion of the File.
Definitions	A range of options exist to describe group being assigned. Select most appropriate.

6.4.15 Offence or Incident or Task code

Description	<p>Offence or Incident or Task code is a code describing type of Offence, Incident or Task is being recorded. Full list of available code options is found in LRT – Code Book.</p> <p>Rules governing how many and which Offences, Incidents and Tasks must be recorded refer 1.3.</p>
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<p><i>Uses</i></p>	<p>Offence, Incident and Task codes are used by intelligence staff to look for patterns and trends in types of Offences and Incidents subject of Police reports and the Tasks designed to prevent them. This informs tasking and coordination of operational staff.</p> <p>The Offence, Incident and Task codes are also used in Performance and Statistical reporting within Police.</p>
<p><i>Multiples</i></p>	<p>One situation being reported to Police may involve a number of different Offences, Incidents and/or Tasks. Recording rules set out in Section 3 govern how many and which must be recorded refer 1.3. Within NIA, all offences and incidents can be recorded. Within CARD only one General 'type code' can be recorded</p>

Definitions	<p>All available coding options and information on definitions are listed in LRT – Code Book.</p> <p>Generally, for Offences, record Offence code that relates to Act and Section most appropriate to situation (i.e. Offence which most closely fits evidential circumstances). For some offences, additional guidelines and examples are provided in Part 2.</p> <p>For Incidents record the code that most accurately defines what happened.</p> <p>For Tasks record the code that most accurately defines what action Police took.</p>
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6.4.16 Disposition / Result code

Description	The Disposition commonly referred to as Result code is an attribute of a CARD event. It records final result of Police action for Offence, Incident or Task event in the CARD system.
Uses	Result code is used in official statistical reporting. It provides an indication of whether further reporting is or should be in NIA.
Multiples	Only one result can be recorded for any single Offence or Incident at any one time. Result codes can be updated when required.
Definitions	<p>For rules governing use of Disposition Codes refer 1.4</p> <p>Available options are:</p> <ul style="list-style-type: none"> • 1 • 3 • 6 • 9 • CANCELEV • DUPNCAN

6.4.17 Injury

Description	Injury is an attribute of an offence and relates to whether an injury was sustained by the victim during the commission of an offence against them. For further information, refer Injury Type NRS Quick Reference Guide
Uses	Injury data is used in Performance and Statistical indicators. In some reporting assault offences are divided into those causing injury and those not.

<i>Multiples</i>	If more than one injury is sustained by the victim, record the most serious. If more than one person is injured, an offence must be recorded for each person, so the injuries can be recorded separately, once for each offence.
<i>Definitions</i>	Available options are: (
<i>Nil</i>	No visible injury or injury is trifling or transitory, examples include slight reddening of the skin following a slap
<i>Minor</i>	<p>The victim has been injured and may require medical treatment.</p> <p>Evidence that injury exists - injury seen or medical examination confirms</p> <p>More than a passing moment of pain</p> <p>Includes:</p> <ul style="list-style-type: none"> • Minor broken bones <ul style="list-style-type: none"> ○ fingers ○ toes ○ nose ○ teeth • Cuts, abrasions, scratches (not severe bleeding) • Bruising • Swelling • Black eye
<i>Serious</i>	<p>The victim has been seriously injured. Requires hospital treatment. If left untreated, could be life threatening.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Broken large bones • Cuts - Severe bleeding • Severe shock requiring medical treatment • Serious internal injuries
<i>Fatal</i>	The victim has died

6.4.18 Scene type

Description	Scene type is an attribute of an offence, incident or task. It describes the type of scene an offence, incident or task occurred at.		
Uses	Scene type is used in official statistics and Performance reporting to determine Dwelling Assaults and Dwelling Burglaries.		
Multiples	Only one scene type can be recorded for any single offence, incident or task.		
Definitions	<p>Select most appropriate option. For burglary- select the option that relates to the most intrusive scene that was entered, or attempted to be entered.</p> <p>A full list of options and examples is available- NRS Scene Type Quick Reference Guide. Valid options are:</p>		
Category	Option	Definition / Includes	Excludes
Commercial	Administrative, professional	Any location where the primary activity is administrative or professional services that is not classified elsewhere. Offices that are part of an office building or block and any dedicated grounds and parking. Includes central and local government offices, clerical, administrative and professional services. If a more specific option is available, select that in preference.	Excludes offices that are part of another classification of scene type. E.g. office is part of a primary school - Use Education - primary school
Commercial	Bank	Any location where the primary activity is retail banking and any dedicated grounds and parking.	Excludes bank headquarters - Use Commercial - Administrative, professional
Commercial	Bar, pub or tavern	Places that are primarily premises for serving alcohol (more bar/pub than restaurant) and any dedicated grounds and parking.	Excludes licensed cafes and restaurants - Use Commercial - Restaurant or café
Commercial	Casino	Any location where the primary activity is a casino operation and any dedicated grounds and parking.	Excludes TAB - Use Retail - Agency or Salon Excludes TAB area or Pokies areas in bars - Use Commercial- Bar, pub, tavern
Commercial	Construction site	A location that is intended to eventually be a commercial site is under construction	

Commercial	Farm, Orchard Outbuilding	Uninhabited buildings on agricultural or horticultural land and forestry blocks. As a guide consider if the building has a door. Includes any size farms/orchards but excludes 'lifestyle blocks' if no commercial activity	Excludes farm houses - Use Residential - Dwelling Excludes residential outbuildings such as garage, garden shed - Use Residential - Outbuilding Excludes lifestyle blocks where there is no commercial activity - Use Residential - Outbuilding
Commercial	Farm, Orchard Outside	Outdoor areas on agricultural or horticultural land, forestry blocks Any size farms/orchards but excludes 'lifestyle blocks' if no commercial activity	Excludes farm houses - Use Residential Dwelling Excludes residential outbuildings such as garage, garden shed - Use Residential - Outbuilding Excludes lifestyle blocks where there is no commercial activity - Use Residential - Outside
Commercial	Manufacturing	A location where the primary activity is manufacturing and grounds and dedicated parking.	
Commercial	Other	Any commercial property that is not elsewhere classified. Includes wholesalers.	
Commercial	Recreational	Spaces and buildings used for recreational activities including cinemas, bowling alleys, gymnasiums and their grounds and dedicated parking.	Excludes sports grounds and clubrooms (use Community Sports clubrooms)
Commercial	Restaurant or café	Restaurants and cafes, takeaway shops and grounds and dedicated parking.	
Commercial	Unknown	Any commercial property that cannot be further defined because no further detail is available	
Commercial	Vehicle parking	A place that is primarily a car parking building or parking lot. As a rule of thumb – places where people are charged to park (whether owned by a private company or by a District or City Council)	Excludes vehicle parking where the parking is supplementary to the main activity at the location. Use the relevant other scene type.
Commercial	Warehouse or storage	A place where the primary activity is warehousing or storage and grounds and dedicated parking.	Excludes store rooms at a location that has another primary purpose.
Community	Church or religious facility		

Community	Civic Buildings		Excludes community centres, recreational buildings, arts and cultural facilities - Use Commercial - Recreational Excludes pools, sports clubs - Use Community Sports clubrooms, sheds and public pools Excludes public sports grounds - Use Community Sports grounds Excludes central and local government offices, clerical, administrative and professional services - Use - Commercial - Administrative, Professional
Community	Courthouse		
Community	Marae	All buildings and open spaces in a Marae complex	
Community	Other	Any community location that is not elsewhere classified.	
Community	Police station		
Community	Prison		
Community	Sports clubrooms, sheds and public pools	Buildings associated with sports clubs and public pools	Excludes sports grounds and playing areas - Use - Community sports grounds
Community	Sports grounds	A location where the main activity is playing organised sport and grounds and dedicated parking.	Excludes clubrooms and buildings - Use - Sports clubrooms, sheds and public pools
Community	Transport Terminal	A location which is a transport hub for people or goods.	Excludes public place bus stops on the side of a normal street - Use Public space – street, road, footpath Excludes public transport while in transit – Use ‘In Transit’ options
Community	Unknown	Any community property that cannot be further defined	
Education	Other	Any educational property that is not elsewhere classified	

Education	Preschool	A pre-school and its surrounding grounds and parking - intended for 0 to 5 year olds	
Education	Primary School	A primary school and its surrounding grounds and parking - intended for 5 to 12 year olds	
Education	Secondary School	A secondary school and its surrounding grounds and parking - intended for 11 to 19 year olds	
Education	University, adult learning facility	Place for adult learning, universities and training institutes and their grounds and parking - intended for 16 years and older	Excludes university hostels - Use Residential – Institutional, long term hostel
Education	Unknown	Any educational property that cannot be further defined because no further detail is available	
Health	Hospital		
Health	Medical centre, clinic		
Health	Other	Any health related property that is not elsewhere classified	
Health	Unknown	Any health related property that cannot be further defined because no further detail is available	
In transit	Airplane	If the offence occurs while the transport is moving, or is stationary for a short period of time, but effectively still in transit	
In transit	Boat, ship	If the offence occurs while the transport is moving, or is stationary for a short period of time, but effectively still on a journey	
In transit	Bus	If the offence occurs while the transport is moving, or is stationary for a short period of time, but effectively still on a journey	
In transit	Car	If the offence occurs while the transport is moving, or is stationary for a short period of time, but effectively still on a journey	

In transit	Other	If the offence occurs while the transport is moving, or is stationary for a short period of time, but effectively still on a journey	
In transit	Train	If the offence occurs while the transport is moving, or is stationary for a short period of time, but effectively still on a journey	
In transit	Unknown	Occurred inside a vehicle in transit, but it is not known what type of vehicle.	
Online	Online	Any online offending where the action of the offender occurred in an online environment. e.g. credit card fraud online or threat online.	Excludes telephone based fraud or threat. Use the category that applies to where the offender was, or unknown.
Public Space	Lake, harbour, waterway or sea		Excludes small lakes / ponds enclosed on private land. Use the classification that applies to the surrounding land.
Public Space	National park, bush, forest		Excludes privately owned forestry blocks and large farms or stations.
Public Space	Other	Any open space area that is not elsewhere classified	
Public Space	Park, playground		Excludes sports grounds and clubrooms - Use Community - Sports clubrooms or Community - Sports grounds Excludes National Park areas - Use Public space - National park, bush, forest
Public Space	Street, road, footpath	All local roads and state highways and the public areas adjacent to them.	
Public Space	Unknown	Any open space area that cannot be further defined because no further detail is available	

Residential	Caravan, campervan	Inside a caravan or campervan. Note - if the whole caravan or campervan is stolen – the scene type should describe where the caravan or campervan is stolen from – e.g. Residential - Outside or Public Space - Street, Road, Footpath or something else	
Residential	Construction site	Use when a location that is eventually intended to be a residential location is a construction site. Include up to a point where the home is habitable, i.e. is closed in and has services and appliances in working order.	Excludes completed homes that are having some building work done. If occupied - Use Residential dwelling, if not occupied for a long period of time - Use Vacant Dwelling
Residential	Dwelling	A self-contained room or suite of rooms intended for long term residential use. A place that is currently lived in. Includes areas under a dwelling.	Excludes vacant dwellings e.g. rental properties between tenants, vacant houses on the market, vacant holiday homes, homes where the occupants are away on an extended holiday - Use - Vacant Dwelling
Residential	Institution, long term hostel	A non-private dwelling for the purpose of providing medium to long term accommodation, whether occupied or not.	Excludes privately owned homes in retirement villages - Use Residential - Dwelling
Residential	Motel, hotel, backpackers, holiday parks	A non-private dwelling for the purpose of providing short term accommodation, whether occupied or not	
Residential	Other	Any residential property that is not elsewhere classified	
Residential	Outbuilding	Uninhabited buildings on residential land. As a guide consider if the building has a door. Includes undefined multipurpose rooms that are not lived in at the time of the offence/incident.	Excludes occupied garages, sleepouts and granny flats - Use Residential - Dwelling
Residential	Outside	Outdoor areas on residential land. Open sided constructions on residential land.	

Residential	Tent	Inside a tent. Note: if the whole tent is stolen – the scene type should describe where the tent is stolen from – e.g. Residential - Outside or Residential – Motel, Hotel, Backpackers, Holiday Park or something else	
Residential	Unknown	Any residential property that cannot be further defined because no further detail is available	
Residential	Vacant dwelling	A dwelling (as defined above) that is not anyone's home address at the time of the offence/incident. It is vacant. Includes: rental properties between tenants, vacant houses on the market, vacant holiday homes, vacant homes undergoing renovation work, vacant homes where the occupant is away for an extended holiday (months).	Excludes a house that is normally occupied but the people who live there are not home at the time of the offence/incident - Use Residential - Dwelling. E.g. at work, away overnight, away for a few weeks holiday. Excludes the grounds and outbuildings of a vacant dwelling - use Residential -Outside or Residential - Outbuilding
Retail	Agency, Salon	A place where the main activity is the selling of services.	Excludes banks - Use Commercial – Bank
Retail	Other	Any retail property that is not elsewhere classified	
Retail	Petrol station	The shop and forecourt of a petrol station	Excludes repair workshops at petrol stations – Use Retail – Agency Salon
Retail	Pharmacy	A shop specialising in selling pharmaceutical goods.	
Retail	Shop	A place where the main activity is the selling of goods.	Excludes pharmacies - Use Retail - Pharmacy Excludes supermarkets - Use Retail Supermarket
Retail	Supermarket		Excludes dairies - Use Retail - Shop
Retail	Unknown	Any retail property that cannot be further defined because no further detail is available	
Retail	Vehicle parking	A vehicle parking area, grounds and gardens and yards associated to retail property.	Excludes public parking areas not directly associated to any single or group of shops - Use Public Space - Street, Road, Footpath or Commercial - Vehicle Parking Excludes petrol station forecourts - Use - Petrol Station
Unknown	Unknown	Any scene where the use or type is not known	

6.4.19 Weapon

Description	Weapon code informs whether a weapon was used during commission of an Offence, and if so, categorises the type of weapon used. Weapon details are only mandatory for certain Offences. Relevant Divisions/Groups are Assault, Robbery, Sexual Assault, Homicide and Unlawful Possession of Weapons and any offences involving the use of Firearms. Exceptions, when in doubt, refer to to LRT – Code Book - relevant Offences, Incidents, Tasks are flagged.
Multiple weapons	Where a single weapon is used – record the type and sub type best reflecting the weapon used Where multiple weapons are used in committing a single offence involving injury to the victim, record only those weapons used to injure the victim Where multiple weapons are used in committing a single offence but without injury to the victim, record all weapons involved in committing the offence
Definitions	<p>Select a weapon type and sub-type description.</p> <p>A weapon is defined as being used during the commission of an Offence, for the purpose of this field, as a physical object which is:</p> <ul style="list-style-type: none"> • classed as a weapon that is in someone's possession unlawfully, or is; • a firearm, or is; • used by a person during the commission of an offence to physically threaten, intimidate or inflict bodily harm to someone <p>Select <i>Weapon Not Used</i> when:</p> <ul style="list-style-type: none"> • A weapon is not used by the offender • The offender threatens to use a weapon, but the weapon or the offender, or both are not physically present with the victim • The offender threatens to use a weapon, the offender is physically present with the victim, but there is no weapon presented or seen by the victim • Where an object is used as a tool to enter a building or vehicle • Where an object is used to damage property
No weapon used	No weapon used (toggle)
Firearm	Airgun
	Pistol
	Replica

	Rifle
	Shotgun
	Military Style Semi-Automatic Rifle
	Firearm Other
	Firearm Type Not Known
Cutting/Stabbing	Knife
	Machete
	Axe/Tomahawk
	Bottle
	Cutting/Stabbing Other
	Cutting/Stabbing Not Known
Striking	Hammer
	Brick
	Wood / Timber
	Bottle
	Bat
	Metal bar
	Striking Other
	Striking Not Known
Other Weapon	Vehicle
	Taser / Stun gun
	Crossbow
	Spear gun

	Bow
	Other weapon - Other
Not Known	Weapon not known

6.4.20 Closure Reason

Description	Closure Reason is captured as the reason for an investigation to close. The investigation may open again if more information comes to light, but when the decision is made to file or inactivate the file, the closure reason for each offence must be recorded. For rules relating to the use of closure reason codes refer 1.5
Multiple closure reason	Only one closure reason can be recorded for any single offence at one time. Closure reason can be changed or updated if the closure reason is no longer accurate.
Definitions	<p>For rules governing the use of the options: Refer 1.5</p> <ul style="list-style-type: none"> • Prosecution by Other Agency • Error • Duplicate • Not an Offence • Incident Dealt With • No Further Line of Enquiry • Police Discretion • Victim Uncooperative /Unavailable • Witness Uncooperative /Unavailable • Offender Identified (Auto-generated on creation of a Clearance Record – not available for selection) • From Case Statistics (Auto-generated on transition from Case Statistics – not available for selection)

6.4.21 Family Violence Indicator

Description	The Family Violence Indicator is an attribute of an offence or incident. Refer to FV / FH Policy
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Multiple Family Violence Indicators	Only one family violence indicator can be used for a single offence.
Definitions	TBC

6.4.22 MO (Burglary)

Description	MO is a range of attributes of an offence or incident codifying the modus operandi of the offence. The options outlined below only relate to Burglary.	
Multiple Scenes / MO	If there are multiple scenes or MO's, code all. E.g. If there are multiple entry points and methods (including attempts to enter), code every one.	
Attribute	Option	Definition
Height of Entry	Code all successful entry point and any attempts	
	Ground Floor	Any ground level entry or below, e.g. yard, entry to the ground floor of a building via the road, basement
	2 nd Floor or more	
	Not known	
	N/A	Do not use
Lighting at Target	Lights must be in immediate vicinity (e.g. within one house/property distance either side/opposite). Includes floodlights.	
	No street lights	If target house/property is on a back section code no street lights
	Street lights present	
Method of entry	Break/Smash/Cut	Door/lock/window/wall etc Includes cutting or breaking locks.

		If breakage is only a consequence of jemmying/prying, use jemmy/pry instead.
	Con/Trick/Ruse	<p><i>Includes:</i></p> <p>Being let in by victim/witness, including if open to public e.g. ATM lobby, via a communal/public area of premises e.g. hotel/motel/office, tailgating, hid on premises, distraction burglary.</p> <p>Victim opened the door to the offender and the offender and the offender pushed past</p> <p><i>Excludes</i></p> <p>Shop/stall inside mall (where mall accessible even after hours but no right to be in shop)</p>
	Insecure/Open	<p><i>Includes:</i></p> <p>Enter a yard via open space/path/driveway/gap in fence or unlocked gate.</p> <p>Enter through an unlocked door (includes garage door).</p> <p>Enter through an open door/window.</p> <p>Enter through an open window on security stays without forcing or damaging the stays. Unscrewing stays with butterfly screws that can be unscrewed by hand does not count as forcing.</p> <p>Reach in through an open window (with or without stays) to unlock/open a door/window.</p> <p>Enter by opening a window with a broken latch.</p> <p>Enter through open louvered windows (also code unique/rare if removed the glass).</p> <p>Enter an area where there is not a public access/no right of entry to premises but left insecure. Includes shop/stall inside mall (where mall accessible even after hours but no right to be in shop).</p> <p><i>Excludes:</i></p> <p>Reach in through a cat door and unlock/open door/window.</p> <p>Climb over a high wall (use Secure – No Sign of Forced Entry).</p>
	Jemmy/Pry/Force	May be evidenced by tool marks (whether the force results in breakage/damage or not). Is not break/cut in order to open.

		<i>Includes</i> Unsuccessful attempts to pry. Jiggling or otherwise forcing doors/windows open or off their hinges.
	Secure – No Sign of Forced Entry	Unlocking without damage e.g. picking lock, swiping card, using key/code. Climbing over a wall to enter a yard, finding/taking key or remote and using it to open locked area or building. Reach in through a cat door or window secured on a secure window stay and unlock/open.
	Unique/Rare	Not covered by other codes and shows sophistication e.g. clip alarm cord, disable CCTV, remove glass. Include full details in occurrence narrative.
Point of Entry – Visibility	Not Visible	Not visible to anyone from the street/public place, i.e. there is cover from buildings, foliage, fences
	Visible	Visible to anyone from the street/public place, i.e. there is <u>no</u> cover from buildings, foliage, fences
Point of Entry - What	Door	Includes garage doors (person or car)
	Other	e.g. via floor, yard, deck, gate, driveway, over a wall/fence, open shop counter, boat.
	Roof	
	Window	
Point of Entry – Where	Where was the Point of Entry in relation to the orientation of the main building. If entry was to that building, select the most accurate option to describe that entry point. For outbuildings – select the location of the outbuilding as it relates to the main building (as opposed to the POE to the outbuilding)	
	Front	The side of a building facing the road A corner site can have two fronts (and two sides / no rear) For apartments – the side of the apartment with the primary door

	Garage	Code if entry to house gained through an internal garage.
	Rear	
	Roof	
	Side	
Search Extent	Extensive	Multiple rooms or detailed search in one room e.g search drawers/cupboards etc.
	Limited	One room and superficial
	None	
Security Features at Scene	Expectation is further details would be recorded in Occurrence narrative or Scene Examination general notes.	
	Alarm - Active	There was an Alarm fitted and it was active at the time of the burglary.
	Alarm - Disabled	The offender disabled an Alarm.
	Alarm – Inactive	There was an Alarm fitted, but it was not active at the time of the burglary. ie had not been set by the victim
	Camera – Active	There was a camera fitted and it was active at the time of the burglary.
	Camera – Disabled	A camera was present but not enabled/set to record by the victim.
	Camera –Inactive	There was a camera fitted, but it was not active at the time of the burglary. ie had not been set to record by the victim.
	Lights – Active	
	Lights – Disabled	

	Lights – Inactive	Lights include either motion sensor lights, or static lights. Not streetlights. If there were lights but the offence was during daylight, is not applicable. Code regardless of time of day as daylight may not be known. Same definitions of active, inactive and disabled as above.
	None	None of the above security measures.
Sexual element	No Sexual Element	
	Sexual Element	Could include any behaviour which indicates a sexual intent even if no sexual offence is committed e.g. taking underwear, entering victim's bedroom and interacting with victim in a way that suggests a sexual motive, etc.
Source of Tools and Instruments	Can be inferred from tool marks, the method of entry or access to targeted property having required a tool, tool found at scene that wasn't available prior to entry, or no tool found but used/required. Code if a tool was used to gain entry or access to items. A tool is any object used as a tool to jemmy/pry/access/break, manually (not as a projectile) and includes: wire, wood, hooks, magnets used in the above way. Excludes: rocks, stones or any other object used as a projectile.	
	Brought Tool – Left at Scene	The offender brought the tool to the property and left it at the scene.
	Brought Tool – Taken from Scene	The offender brought the tool to the property and took it away again with them.
	Used Tool – Source unknown	The offender used a tool at the scene but it is not known where the tool is from.
	Used Tool found there – Left at Scene	The offender found the tool at the scene, used it and left it at the scene
	Used Tool found there – Taken from Scene	The offender found the tool at the scene, used it and took it away again with them

State of scene	Disorganised/messy/ransacked/disarray	
	Tidy/superficial	
Victims Whereabouts	Indicates risk/willingness of offender to interact with/encounter victims at time of offence.	
	Absent	
	Present	Includes if victims didn't witness the offence e.g. were asleep, in a different room, outside

6.4.23 Alcohol (Contributing Factor)

Description	The Alcohol Contributing Factor is an attribute of an offence or incident. The information is intelligence, based on best guess, considering what has been reported.
Multiple Alcohol Factors	Alcohol either is a factor, or is not a factor, or is not known to be a factor for a single offence.
Definitions	<p>Answer to - was alcohol a contributing factor for any person involved in this offence/incident?</p> <p>Taken from the perspective of the victim, the informant or Police. If any one of these perspectives is 'Yes' – this is sufficient to answer 'Yes'</p> <p><u>Contributing Factor Alcohol Poster</u></p>
Yes	<p>Alcohol was a contributing factor for any person involved in this offence/incident. There does not need to be proof and it does not mean Alcohol was certainly a factor.</p> <p>Examples:</p> <ul style="list-style-type: none"> • The offender was drunk • The victim was drunk and this was a factor contributing to what happened • Alcohol is targeted in a Theft or Burglary • Alcohol addiction has contributed to the offending • Dishonesty offending was to finance alcohol
No	Alcohol was not a contributing factor for any person involved in this offence/incident

	<p>Examples:</p> <ul style="list-style-type: none"> • The victim has been drinking alcohol, but this was not a factor in the offending. • The offence occurred in a licensed premise, but alcohol was not a factor for the victim or offender
Unknown	No information about the alcohol was available

6.4.24 Hate (Contributing Factor)

Description	The Hate Contributing Factor is an attribute of an offence or incident. The information is intelligence, based on best guess, considering what has been reported.
Multiple Hate Factors	Hate either is a factor, or is not a factor, or is not known to be a factor for a single offence.
Definitions	<p>Answer to - Has bias, prejudice or hostility (by one person/group targeting another person/group) been a motivating factor in this offence/incident? Taken from the perspective of the victim, the informant or Police. If any one of these perspectives is 'Yes' – this is sufficient to answer 'Yes'</p> <p>For further information about what is and what is not a Hate Crime refer to the Hate Crime – Crimes of Prejudice intranet web page.</p> <p>Hate Crime Recording Poster</p>
Yes	<p>Hate, prejudice or hostility was a motivating factor in this offence/incident. There does not need to be proof and it does not mean Hate, prejudice or hostility was certainly a motivating factor.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Language offences, disorder or assaults & verbal references to the victims race, nationality, religion or sexuality etc • Damage to religious buildings or property - likely the offending was motivated by hatred of that religion. • Victim expresses they believe offences against them are motivated by prejudice against their characteristic.
No	<p>Hate/Prejudice or Hostility was not a motivating factor for any person involved in this offence/incident</p> <p>Examples:</p> <ul style="list-style-type: none"> • Threat to someone because they hate that person – this is motivated by hostility but it is not directed at a protected characteristic they have.

	<ul style="list-style-type: none"> Threat to school student motivated by hostility towards their school. A school affiliation is not a protected and enduring characteristic
Unknown	No information about the motivation / specific hostility was available

6.4.25 Mental Health (Contributing Factor)

Description	The Mental Health Contributing Factor is an attribute of an offence or incident. The information is intelligence, based on best guess, considering what has been reported.
Multiple Mental Health Factors	Mental Health either is a factor, or is not a factor, or is not known to be a factor for a single offence.
Definitions	<p>Answer to - Was mental health of any person a contributing factor in this offence/incident? Taken from the perspective of the victim, the informant or Police. If any one of these perspectives is 'Yes' – this is sufficient to answer 'Yes'</p> <p>Mental Health Contributing Factor Poster</p>
Yes	<p>Mental Health was a contributing factor for any person involved in this offence/incident. There does not need to be proof and it does not mean Mental health was certainly a factor.</p> <p>Examples:</p> <ul style="list-style-type: none"> The offender or victim has mental health issues and this was a factor in the offence Misuse of medication has contributed to the offending Victim is experiencing mental distress and this is a factor in the offence.
No	<p>Mental Health was not a contributing factor for any person involved in this offence/incident</p> <p>Examples:</p> <ul style="list-style-type: none"> A mental health history is flagged in NIA but this is not a contributing factor to the offence. The offender or victim is on medication and this is not a contributing factor to the offence.
Unknown	No information about mental health factors was available

6.4.26 Narrative

Description	An Occurrence Narrative is free text that provides context, explaining what the record is about. What was alleged to have occurred and what actions Police have taken.
Multiple Narratives	Narrative can be added. Each new addition creates a new section of narrative, with its associated time, date and author.
Definitions	
	<p>Good Example:</p> <p>At about 10am, on Monday 1st of March, Jack pushed Jill following a verbal argument that occurred at Jack's house. Jill called Police concerned that the situation would escalate. Police attended, both parties were spoken to. Neither wanted to make a formal statement. No further action was taken.</p> <p>Poor Examples:</p> <p>"Arrest file for Jones"</p> <p>"Refer IMT"</p> <p>"Details to come"</p>

6.5. Data Items Relating to Recording of People

6.5.1 Name

Description	Name provides information about what a person calls themselves / identifies themselves as. Includes legal name and other names used, e.g. nicknames, aliases, tags, internet identities. Name is made up of one or more individual fields. Fields listed in definitions below are available for recording. Family Name is required as minimum for all names with exception of nicknames and tag.
Uses	Names are used for operational policing, intelligence, case management, licensing and vetting. Names help identify real identities of people named in Offences, Incidents and intelligence notings.
Multiple names	A person can have multiple names, all can and should be recorded separately within the same identity.
Definitions	
Family name	The name the person has identifying which family they are connected to, i.e. surname.

First name	The name that the person has been given.
Middle names	Names other than the first and family names.
Tag name	A name used to tag or graffiti.
Nick name	A name used as a nickname.
Examples	<p>A person provides the name Alice Mary SMITH</p> <ul style="list-style-type: none"> • First name: Alice • Middle names: Mary • Family name: Smith <p>A person provides the name Abc def ghi and are told the family name is Abc and the given name is def</p> <ul style="list-style-type: none"> • First name: def • Middle names: ghi • Family name: Abc <p>Information is received that a local young person Kasey JOHNSON uses the tagname 'KRAYZEE'</p> <ul style="list-style-type: none"> • First name: Kasey • Family name: Johnson • Tag name: Krayzee <p>Information is received that a known gang member Steven John Paul JONES has the nickname 'Rudolf'</p> <ul style="list-style-type: none"> • First name: Steven • Middle names: John Paul • Family name: Jones • Nickname: Rudolf

6.5.2 Type of name

Description	Type of Name specifies the type of name recorded for any single Name. Where possible, real names should be used.
Uses	Type of Name is used for operational policing, intelligence, case management and licensing and vetting. Recording name types allows employees to understand the full range of names a single person uses and which name is their real one.
Multiple	<p>More than one Type of Name cannot exist for a single name.</p> <p>Where name could be in multiple categories select one that is accurate - highest up the list, or create two names with different types</p>
Definitions	Valid available options are:
Real	A person's legal name.
Alias	Name a person has provided to Police which is not their legal name.

Internet Identity	Name a person has used as an identity on the internet.
Known as	Name a person is known to others as. Excludes if person provides this name (use Alias) and/or if name is a nickname (use Nickname).
Maiden Name	Name a person had prior to changing it when they first married.
Nickname	Name a person is referred to colloquially.
Previous	Name a person had prior to changing it. Excludes maiden names (use Maiden Name).
Tag Name	Name a person uses to tag or graffiti.
Examples	<p>A noting is received that James Aaron WILLIAMS has the tag name and nickname of Whisper</p> <ul style="list-style-type: none"> Record three names for the same person <ul style="list-style-type: none"> Name 1 - James Aaron WILLIAMS with the Name Type: Real Name 2 – Whisper with the Name Type: Tag name Name 3 – Whisper with the Name Type: Nickname <p>Suspect is referred to by several witnesses as Angela DONOVAN. When spoken to, she confirms her real name is Angela JAMES, she frequently uses DONOVAN as it is the family name of the father of her children. She is not married, has not changed her name.</p> <ul style="list-style-type: none"> Record two names for the same person <ul style="list-style-type: none"> Name 1 – Angela JAMES with the Name Type: Real Name 2 – Angela DONOVAN with the Name Type: Known as <p>Suspect is referred to by several witnesses as Angela DONOVAN. When spoken to, she confirms her real name is Angela JAMES, her maiden name was DONOVAN.</p> <ul style="list-style-type: none"> Record two names for the same person <ul style="list-style-type: none"> Name 1 – Angela JAMES with the Name Type: Real Name 2 – Angela DONOVAN with the Name Type: Maiden name <p>Suspect is referred to by several witnesses as Angela DONOVAN. When spoken to, she tells Police her name is Angela DONOVAN. Further enquiries confirm her real name is Angela JAMES and she is wanted to interview on other matters.</p> <ul style="list-style-type: none"> Record two names for the same person <ul style="list-style-type: none"> Name 1 – Angela JAMES with the Name Type: Real Name 2 – Angela DONOVAN with the Name Type: Alias

6.5.3 Person ID

Description	The Person ID is a system generated number allocated to individual people.
Uses	The Person ID is used to count the number of victims in statistical reporting. Person ID is also used for operational policing, intelligence and licensing and vetting.
Multiple	There should never be more than one Person ID for a single person. Where a person has more than one Person ID - merge.
Format	Person ID is numerical.

6.5.4 Person or Organisation to Offence / Incident or Task link

Description	Person or Organisation to Offence, Incident or Task link describes the relationship between the reported Offence, Incident or Task and the people involved. The link is created within the visual linker in NIA. The link is different from Role. See notes below
Uses	Person or Organisation to Offence, Incident or Task link is used to determine victimisation and offender official statistics, calculate victim scores and identify repeat victims and offenders.
Multiple	In situations where more than one Offence is recorded in a single Occurrence, link the people to every Offence or Incident. Many people can be linked to an Offence, Incident or Task with the same or different link types. Record all relevant links. If two people are victims, link both of them to the Offence as victims. If three people are suspects, link all of them to the Offence as suspects. Note: each person/organisation should have only one link to each offence, incident or task.
Definitions	Valid options are:
Victim	A Victim is a person or organisation that has had an Offence committed against them, or against property belonging to them. Refer 1.8.1 for rules governing when a person can be recorded as a victim
Offender	An offender is a person or organisation that, following investigation, Police deem responsible for a given Offence. Refer 1.8.3 for rules governing when a person can be recorded as an offender.
Suspect	Suspect is a person or organisation suspected by Police to have committed an Offence where further investigation is required to obtain sufficient evidence to classify them as an offender. Refer 1.8.2 for rules governing when a person can be recorded as a suspect.
Eliminated Suspect	A person who has at some point in the investigation been a suspect, and has since been eliminated as a suspect. There must be proof they are not the offender. Not to be used just because a person has not been confirmed as the offender.
Witness	A Witness is a person who has either: seen or heard an Offence or Incident happen, and/or; spoken to an alleged offender, and / or; can assist Police by providing information to corroborate a Victim's statement, and/or; provide any other evidence in a statement to Police. Refer 1.8.5 for rules governing when a person can be recorded as a witness.
Informant	An informant is a person or organisation who reports a matter to Police. Note: the definition for Informant used in NRS differs from other definitions used in other parts of Police, such as where Traffic Offence Notices are issued. Refer 1.8.6 for rules governing when a person can be recorded as an informant.
Other	Other link can be used to link a person or organisation to an Offence, Incident or Task.

	Refer 1.5 for rules governing when a person can be recorded as 'other'.
Subject Of	The person or organisation most affected by an Incident or Task – for example, the person who is the driver of a vehicle involved in a crash. Refer 1.8.4 for rules governing when a person can be recorded as subject.
Bound by Order (PSO)	The Person Bound by Order (PSO) link type is only applicable where a Police Safety Order (PSO) has been issued. It is the link assigned to a person against whom a PSO has been issued. The use of Person Bound by Order (PSO) link type is limited to use between a person and a Family Harm Incident.
Person at Risk (PSO)	The Person at Risk link type is only applicable where a Police Safety Order (PSO) has been issued. It is the link assigned to the primary person protected by the PSO and any children that usually reside with that person. The use of Person at Risk (PSO) link type is limited to use between a person and a Family Harm Incident.
Applicant	Used to link the applicant of a protection order to the 7P (only used for this purpose)
Respondent	Used to link the respondent of a protection order to the 7P (only used for this purpose)
Other Protected Person	Used to link the other protected persons mentioned in a protection order to the 7P (only used for this purpose)
Child or Young Person Exposed to Family Harm	Only to be used in a Family Harm record Refer 1.8.10 for rules governing when a person can be recorded as a child or young person exposed to family harm
Predominant Aggressor	Only to be used to link a person to a 5F incident code Refer 1.8.11 for rules governing when a person can be recorded as a predominant aggressor
Primary Victim	Only to be used to link a person to a 5F incident code Refer 1.8.11 for rules governing when a person can be recorded as a primary victim
Mutual Participant	Only to be used to link a person to a 5F incident code Refer 1.8.11 for rules governing when a person can be recorded as a mutual participant
No Offence – Non Victim	System only link – this link replaces the victim link when 'No Offence' or 'Not for Police Non-Police Prosecution' closure reasons are recorded.
No Offence – Non Suspect	System only link – this link replaces the suspect link when 'No Offence' or 'Non-Police Prosecution' closure reasons are recorded.
Target Of	System only link - only used to link a person to a 6X task code when a person is the target of a search warrant

6.5.5 Address

Description	Locations can be data item attributes of a range of things depending on the situation. Linked to a person it is an attribute of the person (e.g. home address/contact address). Linked to an Occurrence it is an attribute of the Occurrence and any offence incident or task (e.g. place occurred at). In these situations location must be in New Zealand (see below). Locations are made up of a number of fields e.g. number, street name, street type. Rules governing recording of locations refer 1.6
Uses	People's addresses are used operationally to find and send things to them. Location offences, incidents, tasks happened at is used in analysis of geospatial trends, hot-spotting, mapping of crime and crashes. Scene station is to be phased out. When that happens location offences, incidents and tasks happened at, will drive Station, Area and District performance statistics.

6.5.6 Gender

Description	NIA contains two different fields called gender. One is an attribute of a person, the other is an attribute of an apprehension statistic.
Uses	Gender is used for statistical reporting and intelligence trends for victims and offenders.
Multiple	Only one gender can be selected for any single individual or apprehension. Where the apprehension relates to a particular individual it follows the two fields should match.
Definitions	Record gender shown on identification documentation (e.g. driver's licence) of person. Valid options are: Male, Female, Unknown

6.5.7 Ethnicity

Description	Ethnicity is an attribute of a person. Select ethnicity by recording the option which a person identifies with most strongly.
Uses	Ethnicity is used for statistical reporting and intelligence trends for victims and offenders.
Multiple	Only one ethnicity can be recorded for any single identity. Select the one they identify with most strongly.
Definitions	Valid options are: Asian, European, Indian, Latin American/Hispanic, Maori, Middle Eastern, Native African (cultural group of African origin), Pacific Island, Other, Unknown. If person describes themselves as different ethnicity than above, record as Other and specify ethnicity in free text. Ethnicity information is not collected on traffic offence forms. When recording details of offenders in NIA where the offence is a traffic offence, and there are no ethnicity details already recorded in NIA, ethnicity/race of offender must be recorded as "Unknown".

6.5.8 Iwi and Hapu data

Description	Iwi and Hapu data is recorded in two fields, Iwi and Hapu.
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Uses	Iwi and Hapu data is used to assist police in reducing offending and victimisation among Māori in partnership with iwi, Māori leaders, service providers and communities
Multiple	Where a person identifies with more than one Iwi or Hapu record one as Primary and other as secondary
Definitions	<p>Select the Iwi and Hapu that align with the names the person provides. Record the most specific information known. If the Iwi and/or the Hapu is not known, record unknown. If the person refuses to answer, record refused. If the person has no Iwi or Hapu affiliations, leave blank. Not on form must only be used when there is no space provided on a Police form to record Iwi or Hapu affiliations – where no affiliations are recorded, but there is space to do so, record unknown. Where a name or names are provided that do not match any of the Iwi/Hapu available from the drop-down menu, record unknown.</p>

6.5.9 Occupation type

Description	Occupation type is an attribute of a person that describes their occupation or job.
Uses	Occupation type is transferred to Courts and is used by them to identify occupations where notifications to professional boards and councils are required on certain convictions, for example, the medical council or the teachers registration board.
Multiple	Only one occupation can be entered for any individual identity at any given time. If a person has more than one occupation, enter one of them. If their occupation changes, update this to show the new occupation.
Definitions	<p>Occupation type - Select occupation type from range of options that most closely matches information available. Pay particular attention to occupations which relate to people caring for, or in contact with vulnerable people (children or the elderly), including carers, health professionals, teachers.</p>

6.5.10 Employment status

Description	Employment status is a data item of a person. Record the option which best describes the person's employment status.
Uses	Employment status is used by intelligence, performance and statistics to analyse and report on trends for offenders.
Multiple	Only one employment status can be recorded against any person at one time.
Definitions	<p>Casual Full time Homemaker In custody/care Volunteer</p> <p>Other beneficiary (person is the recipient of a benefit other than Work-seeker benefit)</p> <p>Part time Retired Seasonal Student</p> <p>Unemployed (a person is the recipient of the Work-seeker benefit)</p>

6.5.11 Person to Person link

Description	Relationship between people is the link between any two people within a record. Victim to offender person to person link is mandated in this standard - sometimes referred to - ROV (Relationship of Offender to Victim)
Uses	The relationship between the victim and the offender is used in statistical reporting of Family Violence. This link is used: to determine whether Offences constitute Family Violence in official statistical reporting for intelligence purposes for trend and link analysis.
Multiple	Can only be one relationship link between offender or suspect and victim. Where more than one link option could be selected, the most specific or descriptive known option is to be chosen, e.g. where one person is the brother of another, chose sibling in preference to other relative . Or for a couple living together, chose partner living together in preference to flatmate / boarder . Note: For relationship between a victim and offender or suspect or two subjects in a Family Violence Incident, the relationship recorded should reflect the relationship at the time the Offence occurred and be strongly guided by the views of the victim. Only record Ex where the break-up occurred before the Incident being recorded, where time has elapsed when the two people have not been partners.
Definitions	Valid available options (due for release in NIA 7.2) are:
Married	Includes spouse, husband, wife, civil union partner regardless of whether they live at the same address. If divorced or separated – classify as ex-partner.
Partner living together	De-facto - any two people in an intimate relationship who share the same address. As a guide to determination of: 'partner' consider if they or their friends and family would consider them a couple 'living together' consider how they describe their home address, and information such as how long the relationship has existed and how frequently they stay in the same house.
Partner not living together	Any two people in a partner type relationship who are not married and do not share the same address. As a guide consider if they or their friends and family would consider them a couple. Note: This definition is the same as for Boyfriend / Girlfriend. The two will be counted together for statistical purposes. Both name options were retained to increase the chance of relevant links being recorded. If married but living apart – use married.
Boyfriend / Girlfriend	Two people in a partner type relationship who are not married and do not share the same address. As a guide consider if they or their friends and family would consider them a couple.

	Note: This definition is the same as for Partner not living together. The two will be counted together for statistical purposes. Both name options were retained to increase the chance of relevant links being recorded.
Ex Married / Partner living together	Any two people, used to be a couple, married, civil union, or partner living together, but no longer at time of situation being recorded. Police are often called to situations involving a relationship break-up. In such situations, record relationship that existed. Only record Ex Partner where break-up occurred in the past, after which time has elapsed when the two people have not been living as partners.
Ex-Boyfriend / Girlfriend / Partner not living together	Any two people, who used to be a boyfriend, girlfriend or partners, who were not living together, but are no longer in that relationship at the time of the situation being recorded. Police are often called to situations involving a relationship break-up. Record the relationship that existed. Only record Ex-Boyfriend / Girlfriend / Partner etc. where break-up occurred in past, after which time has elapsed when the two people have not been a couple.
Parent / Child	Two people being linked are parent and child of each other. Includes adult children. Not material whether they reside at same address. If the person is a step-parent, use step-parent. If the person is a foster parent, use care-giver non-relative.
Step parent / Step child	Two people being linked are step-parent and step-child. Includes adult step-children. It is not material whether child and step-parent reside at same address. A person would be considered step-parent if they are married to / are a partner living together with the parent. If the relationship is between a child and boyfriend or girlfriend of the parent (not living together) select care-giver non-relative if the child was in their care, or known to if not.
Grandparent / Grandchild	The two people being linked are the grandparent and grandchild of each other. It includes adult grandchildren.
Sibling	Brother, sister, step brother, step sister, half-brother, half-sister, adopted brother, adopted sister.
Caregiver – Other Relative / Under Care of – Other Relative	One relative, who is not a parent, step-parent, sibling or grandparent is responsible to care for the other. Includes care of children, disabled, elderly or infirm persons. This link is designed to differentiate between a standard relative relationship, in that it recognises that one person has the special responsibility for caring for the other. For parent, step-parent, sibling or grandparent select the more specific option.
Caregiver - Non Family / Under Care of Non Family	A person (who is not a relative) given the responsibility to care for another. Includes foster parents, babysitters, CYF placement caregivers (not relatives) and professional carers. This includes care of children, disabled, elderly or infirm. This link is designed to differentiate between a standard relationship in that it recognises one person has the special responsibility for caring for the other.
Other Relative	Only used if a more specific option does not apply or is not clear. Includes in-law, step and half relatives other than those identified above, aunt, uncle, cousin, niece, nephew. Where more specific option exists use in preference to 'relative', e.g. 'sibling' or 'married'.

Flatmate / Boarder	People living at the same address who are not family. Includes lodgers.
Friend	Friends, people well known to each other. As a guide consider how they view or describe their relationship. Note: for statistical purposes 'friend' and 'known to' will be added together. This option is designed to help intelligence gain information on the strength of the relationship but there is recognition that this can be subjective.
Known to each other	Only used if less specific option does not apply/is not clear. People who know each other but would not consider themselves 'friends', or strength of relationship is unknown, e.g. people who are not 'friends', but are kids at same school, neighbours, work colleagues, ex partner's new partner. As a guide consider if they know each other's name, or have spoken to each other. Does not include people who are known because they are a celebrity or because of a role they perform. In this case use stranger.
Stranger	For use in victim/offender relationships. There is no requirement to link other people in Occurrences if they do not know each other. People who do not know each other or are only known by their role. As a guide consider coding to known to each other rather than stranger if they know each other's name, or have spoken.
Not stated / inadequately described	The relationship of offender to victim has not been recorded or the information supplied is insufficient to classify elsewhere. For use in victim/offender relationships. No requirement to link other people in Occurrences if nature of the relationship is not known.
Identity used by	To be used when one person uses the legitimate identity of another person.
Examples	<p>Unmarried male and female living together. She is leaving him, they argue/fight. Police are called.</p> <ul style="list-style-type: none"> Record Partner Living Together because that was their relationship immediately prior to that Incident <p>Woman has boyfriend who stays over several nights a week, but has another address as well, relationship has been going for a few months. Male assaults woman's child while she is home.</p> <ul style="list-style-type: none"> Record 'known to' as the link between the child and the male <p>Woman has boyfriend who stays over several nights a week, but has another address as well, relationship has been going for a few months. Male assaults woman's child while she has left the child in his care.</p> <ul style="list-style-type: none"> Record 'Caregiver – non family' as the link between the child and the male <p>Separated parents, mother has custody of children. Father's new wife assaults child during visit.</p> <ul style="list-style-type: none"> Record 'step parent' as the link between the child and the new wife

6.5.12 Hair colour

Description	Hair colour is colour of hair at time they are dealt with by Police
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Uses	Hair colour is used operationally – help identify people based on descriptions alone.
Multiple	Only one hair colour can be recorded against any single identity at a time. Note: some options describe multiple hair colours. If the hair colour has changed/is different from that previously recorded, record latest hair colour.
Definitions	Record the colour that most closely matches options available. Valid options are: <ul style="list-style-type: none"> • Black • Bleached or Dyed • Blonde • Dark brown • Grey • Light brown • Partly grey • Red / ginger / auburn • White • Other If hair colour is markedly different than options available, select 'Other' and specify colour in free text. If hair colour is not known select 'Unknown'.

6.5.13 Body marks

Description	Body marks are records of scars, tattoos, amputations, piercings, deformities and any other body marks on a person. Body marks are recorded using two fields, a body mark type and location on body indicating where the body mark is.
Uses	Body marks are used operationally – to help identify people based on descriptions alone.
Multiple	Many body marks can be recorded against any single identity at a time.
Definitions	Record the body mark that most closely matches options available. For guidance on correct entry of body marks please refer to Technical Guidance .

6.5.14 Person Record Number (PRN)

Description	PRN is a system generated number. It is an identifier for a person.
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Uses	PRN used in statistical reporting when individual counts required. Used for operational policing, intelligence and licensing, vetting.
Multiple	Effort should be taken to avoid one person being given more than one PRN. When a person has more than one PRN, one is selected as master PRN, others are alias PRNs.
Definitions	PRN is numerical.

6.5.15 Residency status in New Zealand

Description	Residency status in NZ is an attribute of a person.											
Uses	Residency status in NZ is used in statistical reporting and intelligence trends for offenders.											
Multiple	Only one residency status can be recorded for any single identity.											
Definitions	Valid options are: <table><tr><td>Business Visa</td><td>Citizen of New Zealand</td><td>Illegal (over-stayer)</td><td>New Zealander overseas</td></tr><tr><td>Overseas Student Visa holder</td><td>Resident of New Zealand</td><td>Tourist</td><td>Working Visa</td></tr></table> Note: Residency status of persons in NZ can be established/checked by contacting Immigration NZ on 24/7 helpline: 0800 274 274.				Business Visa	Citizen of New Zealand	Illegal (over-stayer)	New Zealander overseas	Overseas Student Visa holder	Resident of New Zealand	Tourist	Working Visa
Business Visa	Citizen of New Zealand	Illegal (over-stayer)	New Zealander overseas									
Overseas Student Visa holder	Resident of New Zealand	Tourist	Working Visa									

6.5.16 Alcohol consumed prior to Occurrence

This section is no longer relevant – refer [Alco-link](#)

6.5.17 -Support / Contact person

Description	Refers to details of a contact person where one is needed in communication with a victim. For example if the victim was a young person.
Uses	Information on victim contacts is used to monitor compliance with Police obligations to the Victims' Rights Act 2002 and for contact details where young people are dealt with as either offenders or victims.
Multiples	Only one type victim contact can be recorded for single contact. If more than one contact type carried out record each separately. Failed attempts at contact should not be recorded. If multiple methods of contact are used, record only successful method.

Notes	Record the name of the person in the standard name format: FAMILY/First/Middle
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6.5.18 Place of birth

Description	The place of birth is a data item in Case Statistics - not attributed to any specific identity.
Uses	Place of birth is used in statistical reporting of offenders. This code is being phased out - to be replaced by country and town of birth.
Multiple	Only one place of birth can be recorded against any single apprehension.
Definitions	Note: Select code which most closely matches information available. If the place of birth is not known select "Not Known".

6.6. Data Items Relating to Recording of Organisations

6.6.1 Organisation Legal name

Description	Legal name of organisation - its registered company or legally incorporated society name (i.e. legal name used for tax purposes).
Uses	Organisation names are used by operational staff.
Multiple	An organisation can only have one legal name. Where an organisation has been recorded more than once using different names, these should be merged if possible. Note: Record full name. If organisation name is made up of more than one word, use spaces to separate words. Where organisation is part of chain of shops / outlets, identify specific shop using Additional Name field and select Additional Name Type of 'Known As'.
Definitions	Example: Woolworths Lower Hutt would - entered as Woolworths Limited with a 'Known as' name 'Woolworths Lower Hutt'.

6.6.2 Organisation type

Description	Type of organisation is a data item of the organisation. It is organisation equivalent of name type.
Uses	An organisation can only have one type.
Multiple	

Definitions	Select from the available options.
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6.6.3 Organisation category

Description	Organisation category is a data item for an organisation.
Uses	Organisation category is used by intelligence mainly to identify gang organisations.
Multiple	An organisation can only be assigned one category.
Definitions	Gang - includes criminal gangs. Group - includes any named groups that are not gangs or legally recognised organisations. Legal - includes all legitimate businesses, organisations or clubs.

6.6.4 Organisation address

Description	Organisation address is street address for organisation.
Uses	Organisation Address is used for intelligence and operational purposes.
Multiple	When there is more than one, only record registered address / head office address; or address of local branch or office where branch or office was acting unilaterally – whichever is most appropriate.
Definitions	Note: Record address of registered office of company / organisation or physical street address of particular branch / division / store where Offence was committed as appropriate to circumstances.

6.6.5 Organisation to person link

Description	Organisation to person link is the link that describes relationship between a person and organisation.
Uses	Link is used by operational staff to determine who is associated to an organisation and in what way.
Multiple	Multiple links can exist between an organisation and a person.
Definitions	Associate of Complainant Client of Duty manager of

Employee	Ex Associate
Ex Member	Financial backer
Financial member	Fringe associate
Full member	Insured by
Last drank at	Licence holder
Licensee	Life member
Member of	Not yet known
Other (specify)	Owns
Partner	Patched member
Primary contact (A person becomes a 'contact person' when the person to organisation link is 'primary contact')	
Prospect	Pupil of
Shareholder	Spokesperson
Stranger	Trustee
Volunteer	

6.7. Data Items Relating to Recording of Vehicles

6.7.1 Category (Vehicle)

Description	Attribute of a vehicle, describes in broad terms what category of vehicle it is. Category of vehicle determines what other features and identifiers the vehicle requires to be recorded.				
Uses					
Multiple	Only one vehicle category can exist for any single vehicle.				
Definitions	Valid options are: Land	Sea	Air	Misc.	Part

6.7.2 Identifier (Vehicle)

Description	Vehicle identification number is a number used to identify vehicle/part of vehicle. E.g. registration number, chassis numbers, engine numbers. There is not one field that contains the identifier; many specific fields are available depending on category of vehicle.
Uses	Vehicle identification number is used by operational staff to identify vehicles, particularly ones separated into parts or attempts have been made to disguise their true identity.
Multiple	More than one vehicle identification number exists for most vehicles and can be recorded in specific fields.
Definitions	Note: Free text vehicle identification number. Identifiers are dependent Vehicle Category. Possible identifiers for each category are:

	<p>Vehicle Category: Air:</p> <ul style="list-style-type: none"> • Identifier • Name • Vehicle Identifier. • Vehicle Category: Land: • Chassis / Frame Number • Engine Number • Licence Label Number • Registration Number • Vehicle ID • VIN <p>.</p>	<p>Vehicle Category: Misc.</p> <ul style="list-style-type: none"> • Identifier Name • Vehicle Identifier. • Vehicle Category: Part: • Chassis Only • Engine Only • Plate Only • Vehicle ID • VIN Only <p>Vehicle Category: Sea:</p> <ul style="list-style-type: none"> • Identifier • Name • Vehicle Identifier
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6.7.3 Type of Vehicle

Description	Attribute of a vehicle and describes in broad terms type of vehicle. Type of vehicle determines what other features and identifiers vehicle requires to be recorded.	
Uses		
Multiple	Only one vehicle type can be attributed to any single vehicle.	
Definitions	<p>Options available are dependent on the vehicle category:</p> <p>Vehicle Category: Air:</p> <ul style="list-style-type: none"> • Fixed Wing • Misc. Air • Other (Specify) • Rotary Wing <p>Vehicle Category: Land:</p> <ul style="list-style-type: none"> • Commercial Vehicle • Farm Vehicle • Heavy Motor Vehicle • Motorcycle 	<p>Vehicle Category: Misc. Vehicles:</p> <ul style="list-style-type: none"> • Amusement Vehicle • Gondola • Hovercraft • Other (Specify) <p>Vehicle Category: Sea:</p> <ul style="list-style-type: none"> • Barge • Catamaran • Dinghy • Hovercraft

	<ul style="list-style-type: none"> • Other (Specify) • Passenger Vehicle • Special Vehicle • Trailer • Passenger Vehicle • Sports Vehicle <p>Vehicle Category: Part:</p> <ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Inflatable • Kayak / Canoe • Launch • Multi-mast yacht • Other (Specify) • PWC (personal water craft) • Runabout • Single masted-yacht • Surf boat • Wind Surfer
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6.7.4 Vehicle make

Description	Name of manufacturer of vehicle.
Uses	Vehicle make is used by operational and intelligence staff.
Multiple	Only one vehicle make can be attributed to any single vehicle.
Definitions	Note: Record common name (usually brand name) rather than full company name of vehicle manufacturer, e.g. Mitsubishi Motor Corporation should be recorded as “Mitsubishi”. NZTA registered vehicles - make and model will be recorded - must not be changed.

6.7.5 Vehicle model

Description	Common model name of vehicle.	
Uses	Vehicle model is used by operational and intelligence staff.	
Multiple	<p>Only one vehicle model can be recorded for any single vehicle.</p> <p>Note: Record common model name rather than full detailed model name of the vehicle.</p> <p>NZTA registered vehicles - make, model and will be recorded and must not be changed.</p>	
Examples	<p>For an Airbus A320 aircraft:</p> <ul style="list-style-type: none"> • Make Airbus • Model A320. 	<p>Ford Laser 1.3L Ghia Manual should just be recorded as:</p> <ul style="list-style-type: none"> • Make Ford • Model Laser

6.7.6 Vehicle to Offence, Incident or Task Link

Description	A link describing the relationship of any vehicle to an Offence, Incident or Task.
Uses	A link is use by intelligence to analyse vehicle crime trends.
Multiple	Only one link is possible within any single Offence, Incident or Task.
Definitions	Valid options include: <ul style="list-style-type: none"> • Enquiry / Investigation • Missing • Stolen (the link type Stolen must always be used for stolen vehicles – not Subject) • Subject • Suspicious

6.7.7 Style (vehicle)

Description	Vehicle style is recorded for any vehicle. Registered land vehicles - vehicle type is attribute recorded by NZTA. For other types of vehicle a wide range of values are available. In all cases select vehicle style which most closely matches vehicle being recorded.
Uses	Vehicle style type is used by operational staff to identify vehicles, particularly ones which have been described by a witness without knowing identification number. Used by intelligence staff during analysis of vehicle crime trends.
Multiple	Only one type of style can be recorded for any given vehicle.
Definitions	Land vehicle, type car - style options: <div> <div>Convertible</div> <div>Coupe</div> <div>Hatchback</div> <div>Hearse</div> <div>Sedan</div> <div>Sports Car</div> <div>Station-wagon</div> </div>

6.7.8 Primary / secondary colour

Description	Primary or secondary colour is recorded for any vehicle. For registered vehicles colour is an attribute recorded by NZTA. When a vehicle is not registered and/or original colour changes, can be entered or updated. Note: further option, Colour type is also available for more options but not a requirement of standard.
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Uses	Vehicle colour is used by operational staff to identify vehicles by description, particularly ones which have been described by a witness without knowing identification number.																
Multiple	When vehicle has more than one colour, record most dominant colour as primary colour and second most dominant as secondary colour. If vehicle is a wide variety of colours record as 'Multi'.																
Definitions	<div>Choose from one of the 15 colour options available:</div> <table><tr><td>Black</td><td>Blue</td><td>Brown</td><td>Cream</td><td>Gold</td><td>Green</td><td>Grey</td><td></td></tr><tr><td>Multi</td><td>Orange</td><td>Pink</td><td>Purple</td><td>Red</td><td>Silver</td><td>White</td><td>Yellow</td></tr></table> <div>In rare situations, where none of available options adequately describes colour select other and specify colour but note Colour Type can also be recorded and may provide detail required.</div>	Black	Blue	Brown	Cream	Gold	Green	Grey		Multi	Orange	Pink	Purple	Red	Silver	White	Yellow
Black	Blue	Brown	Cream	Gold	Green	Grey											
Multi	Orange	Pink	Purple	Red	Silver	White	Yellow										

6.8. Data Items Relating to Recording of Items

6.8.1 Item category

Description	Item category records the general category an item falls into. For purposes of recording firearms the relevant options are Ammunition, Explosive, Firearm, Firearms Parts and Documents (for Firearms Licences).
Uses	
Multiple	Only one category can be used for any single item.
Definitions	Select most accurate option from list available. Note: for firearms, ammunition and explosives, appropriate category must be chosen, rather than general property (or any other) Item Category.

6.8.2 Item status

Description	Item Status is a structured field in an item record describing the current status of any recorded item, e.g. Stolen, Recovered. This field is required for all recorded firearms, ammunition and explosives.
Uses	Item status used by firearms officers, intelligence, performance and statistics relating to trends re firearms, ammunition, explosives.
Multiple	Only one status can be used for any single item but it can and must be updated if the status changes.

Definitions	<p>Select the most accurate option from the list available:</p> <ul style="list-style-type: none"> • Destroyed • Disposed • Found • Lost • Partially Recovered • Recovered • Returned to Finder • Returned to Owner • Seized • Sought • Stolen • Surrendered • To be Destroyed.
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6.8.3 Identifier type

Description	Identifier type is a data item of an item. For firearms recording the identifier type must be 'Serial Number'. For ammunition, firearm parts, and explosives, use 'Serial Number' or 'Batch Number' as appropriate. For Firearms Licenses use the Firearms License Number.
Uses	Identifier is used to identify specific firearm items, including linking to other source systems (e.g., to identify the origins or firearms registry details of a seized item, or to link a recovered item to a previous one recorded as stolen).
Multiple	Only one identifier type can be used for any single item.
Definitions	Range of options are available, for Firearms recording always use Serial Number, despite other options being available.

6.8.4 Item classification

Description	Item classification is data item for an item. For firearms, for example, it describes type of firearm.
Uses	Item classification is used when analysing trends.
Multiple	Only one classification can be used for any single item.

Definitions	Select the most accurate option from the list available.
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6.8.5 Quantity

Description	Quantity of firearms, firearms parts, ammunition or explosive or firearms licences that have been stolen, recovered, destroyed etc.
Uses	Item quantity is used when analysing trends.
Multiple	
Definitions	<p>For Ammunition – record the number of rounds for ammunition.</p> <p>For Explosives – record the weight grams/kilograms.</p> <p>For Firearms – record 1 (always record each firearm as a unique item).</p> <p>For Firearms Parts – record 1 (if it has a unique identifier i.e. serial number) otherwise record the number of parts.</p>

6.8.6 Serial number

Description	Manufacturer's unique identifier for a product - enables individual items to be positively identified.
Uses	Used to match property items recorded elsewhere as lost or stolen.
Multiple	Space for two, or a range/series of serial numbers. Also free text item description field for additional serial number recording.
Definitions	Record the serial number.

6.8.7 Make

Description	Name of manufacturer of item.
Uses	Helps describe items and may be useful for intelligence, research and statistical purposes (identifying types of items targeted by offenders).
Multiple	Only one make can be recorded for any single item.

Definitions	Note: Certain item types (e.g. Firearms and ammunition) have drop-down lists of known manufacturers. Choose most accurate option. Otherwise, record name of manufacturer in free text (applies when recording explosives details).
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6.8.8 Model

Description	Model is a data item for an item. Refers to name manufacturer has assigned to product for purposes of quick identification.
Uses	Helps describe items, may be useful for intelligence, research and statistical purposes (identifying types of items targeted by offenders).
Multiple	Only one model can be recorded for any single item.
Definitions	Note: Certain item types (e.g. Firearms and Ammunition) have drop-down lists of known models for each manufacturer. Choose the most accurate option from the list. Otherwise, record name of model in free text (applies when recording explosives details).

6.8.9 Calibre

Description	Calibre is a data item of a Firearm or Ammunition item. Describes calibre (bore) of firearm and/or ammunition. Only for use when recording firearms or ammunition.
Uses	For operational and intelligence purposes it assists in correctly identifying weapons which might have been modified. With respect to ammunition, might assist Police in identifying the types of firearms being used by criminal groups or individuals.
Multiple	Will be only one calibre per firearm or type of ammunition (different types of ammunition should be recorded as separate items).
Definitions	Select the most accurate option from the list available.

6.9. Data Items Relating to Recording of Clearances

6.9.1 Clearance/Charge - Group Mode

Description	Clearance/Charge - Group Mode is data item of an apprehension.
Uses	Clearance/Charge - Group Mode is used to set requirements for further recording. Used to differentiate between types of apprehension such as pre-charge warnings and other warnings.

Multiple	Only one Clearance/Charge - Group Mode can be selected for each apprehension.
Definitions	
Arrest	To be used when powers of arrest have been invoked in relation to an offence.
Summons	To be used when a summons is issued for an offence
Field resolution	To be used when an officer resolves or clears an offence at the scene.
Non Arrest Youth	To be used for all youth offenders who are not arrested.
Other	Used in any other situation where a clearance occurs and does not fit categories above. Common examples are 'Warnings' decided after investigations, Infringement Notices (IONs), and situations which fit 'Proceedings Impeded' clearance code situations.

6.9.2 Clearance Type

Description	<p>In NIA field called Clearance type appears in enter clearance / charge wizard.</p> <p>Note: field called Clearance code appears in Case Statistics, both fields list same options. Rules governing use of Clearance Type (clearance / charge record) found in Section 1.7. Some clearance codes require supervisors' approval (policy).</p>
Uses	Clearance type is used to calculate clearance rate in official statistics.
Multiple	Only one clearance type can be selected for each offence.
Definitions	<p>Rules governing the use of Clearance Types refer 1.7</p> <p>Options include:</p> <ul style="list-style-type: none"> • Custody Interview • No Public Interest (Crown) • No Public Interest (Police) • Offender Medically Unfit • Offender Mentally Unfit • Statute of Limitations • Offender Died

	<ul style="list-style-type: none"> • Verbal Warning • Written Warning • Te Pae Oranga • Prosecution • Referred to ARLA • Youth Referral • Infringement Notice • Pending • Overseas Criminal Prosecution/Conviction • Gazetted Criminal Conviction
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6.9.3 Laid means (Filed)

Description	Laid means is one of a collection of fields required when person is being charged. Refers to how charge is filed Note: while charges are now filed and not 'laid' the field in NIA continues to be called 'Laid means'.
Uses	Charge laid is a part of required information for Courts.
Multiples	Only one Laid means selection can be used for any single charge.
Notes	Select option that best describes how charge was filed.

6.9.4 Offended (charged)

Description	Offended is a collection of fields required when person is being charged, relates to describing when Offence occurred.
Uses	Offended (charge) is used by operational staff, determines wording used in charging document.
Multiples	Only one Offended (charge) selection can be used for any single charge.

Notes	<p>Select option that best describes situation and enter date or dates in standard date format.</p> <ul style="list-style-type: none"> • Between • On • On diverse dates • On or about
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6.9.5 Charge Code

Description	The Charge Code is the offence code that aligns with the offence the offender is being charged with.
Uses	The Charge Code is used by operational staff, determines wording used in charging document.
Multiples	Only one Charge Code can be used for any single charge.
Notes	A Charge code can be different from the reported offence code, when both the reported offence code and the charge code are victim offences. For example, where a reported offence is burglary, the charge code can be theft.

6.9.6 Charge text

Description	Charge text is one of collection of fields required when person is being charged. Text required is automated based on Offence code used. In most cases specific information relating to case needs to be added.
Uses	Charge text is required by Courts.
Multiples	Only charge text can be used for any single charge.

Description	Charge offence category is one of a collection of fields required when a person is being charged.
Uses	Charge offence category is required by Courts.
Multiples	Only one Charge offence category selection can be used for any single charge.

6.9.7 Charge offence category

6.9.8 Court

Description	Court is one of a collection of fields required when person is being charged. Relates to court person is to first appear in.
Uses	Charge offence category is required by Courts.
Multiples	Only one Court selection can be used for any single charge. Location of subsequent court appearances are managed by Courts.
Notes	Record name / location of court at which offender is to appear. Once a court is selected, time and date of hearing must be completed. Select an accurate option from the list provided

6.9.9 Legislation details

Description	Legislation details, one of collection of fields required when person is charged. Relates to Act / Section number person charged with
Uses	Legislation details are required by Courts.
Multiples	Only one set of Legislation details can be used for any single charge.

6.9.10 Minimum / Maximum Penalty

Description	Minimum/Maximum penalty, one of collection of fields required when person is charged. Relates to penalty associated to charge.
Uses	Penalty details are required by Courts.
Multiples	Only one set of penalty details can be used for any single charge.

6.9.11 Transaction Control Number (TCN)

Description	Transactional Control Number relates to Police livescan fingerprints, is one of collection of fields required when person is charged. It is automatically generated.
Uses	TCN is used to ensure the right person is being charged and appearing in court.

Multiples	Only one TCN can be used for any single charge group.
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6.9.12 Officer name / town

Description	Officer name and town are part of collection of fields required when person is charged. Relates to officer bringing charge. Because it is for Courts, is not in standard Police QID and station format.
Uses	Officer name and town are required by Courts.
Multiples	Only one set of officer details can be used for any single charge.

6.9.13 Prosecution Case Assignment Group

Description	Prosecution Case Assignment Group is a field within the Prosecution Case node. It refers to the workgroup a case is assigned to.
Uses	Prosecution Case Assignment Group is used by Police Prosecutions Service to monitor management of cases.
Multiples	Only one set of Case Assignment Group can be used for any single prosecution case.

6.9.14 Prosecution Case Assignment Sub-status

Description	Prosecution Case Assignment Sub-status is part of Prosecution Case mode, relates to sub-status of case involving a prosecution. Note: different to File Sub Status – refer 5.2 .
Uses	Prosecution Case Assignment Sub-status is used by Prosecutions Service to monitor progress of cases.
Multiples	Only one sub-status can be recorded for a single file at a given time.
AC – Action by Crown Solicitor	Assign this sub-status when file is transferred out of PPS to Crown, whether permanently (i.e. case has become Crown Prosecution) or temporarily (Crown has been instructed to appear for Police on a matter, mid-proceeding). Prosecution Case should then be closed, and system will automatically assign 'Case Completion Process' sub-status.
CA – Court: Admin	Assign sub-status when file enters PPS - first appearance, until entry of not guilty plea (i.e. Admin stage of criminal proceedings).
CR - Court: Review	Assign sub-status after not guilty plea entered, matter set down for Case Review Hearing. Sub-status includes period when File Analysis conducted, case management discussions, pre-trial applications heard prior to Case Review / Case Review Hearing.

CT - Court: Trial	Assign sub-status after Case Review Hearing when Judge-alone trial is scheduled. Includes period when pre-trial applications are heard after Case Review Hearing, and judge-alone trial.
CS - Court: Sentencing/disposal	Assign sub-status after entry of a guilty plea or finding of guilt, until end of sentencing hearing and any appeal.
D - Diversion	Assign sub-status when case is adjourned for diversion to be approved and completed.
YC - Youth Process	Assign sub-status for all cases (youth and adult) that appear in Youth Court. For youth offenders where file has gone to Youth Aid, Prosecution Case should then be closed. If charge is 'denied' (i.e. not guilty plea entered), re-open Prosecution case. For Adult offenders jointly charged with young people, keep their Prosecution Case open while in Youth Court (still assigned to YC - Youth Court). If case transfers to District Court then change sub-status to appropriate sub-status (e.g. CT - Court: Trial stage).
AMA - Awaiting Member Assignment	System sub-status ONLY. Default sub-status given to case when initially set up as Prosecution Case. Sub-status not to be manually selected by PPS users.
CCP - Case Completion Process	System sub-status ONLY. Sub-status automatically assigned to Prosecution Cases when closed. Prosecution Cases closed when prosecution disposed (i.e. offender sentenced, case withdrawn completely), or when file leaves PPS permanently. Sub-status not to be manually selected by PPS users.
Case Assessment	DO NOT USE
Preparing For Court	DO NOT USE
Court Proceedings in Progress	DO NOT USE

Description	These data items record information about defence counsel assigned to prosecution case.
Uses	This information is used by Police Prosecution Service so they know who to communicate with through life of Prosecution Case.
Multiples	Multiple Defence Counsel can be recorded within any file. 'Primary' counsel is denoted by a green tick in primary column.
Notes	Query and select existing defence counsel name, or if none exists, enter name and contact details for defence counsel. Defence Counsel details are entered, and can be updated if Counsel changes.

6.9.15 Defence Counsel

6.9.16 Withdrawn or Dismissed reason

Description	This data item refers to the reason a charge is withdrawn or dismissed	
Uses	This information is used by Police Prosecution Service to monitor performance.	
Multiples	Only one reason can be recorded for each charge.	
Notes	Reasons for withdrawal - Select from these available options: (JAT) Insufficient Evidence – New Charge Filed (JAT) Insufficient Evidence – Other (JAT) No Public Interest – Charge Upgraded / Multiple Charges (JAT) No Public Interest – Lesser Charge Filed (JAT) No Public Interest – Other (JAT) Witness Unavailable (JAT) Witness Unavailable – Adjournment Declined (JAT) Police (O/C) Unavailable (JAT) Police (O/C) Unavailable – Adjournment Declined (PT) Insufficient Evidence – New Charge Filed (PT) Insufficient Evidence – Other (PT) No Public Interest – Charge Upgraded / Multiple Charges (PT) No Public Interest – Lesser Charge Filed (PT) No Public Interest – Other (PT) Witness Unavailable (PT) Witness Unavailable – Adjournment Declined (PT) Police (O/C) Unavailable (PT) Police (O/C) Unavailable – Adjournment Declined (CD) Charging Document a Nullity (PG) Pleaded Guilty to Other Charges	Reasons for dismissal (JAT) No Case to Answer (JAT) Case Not Proven Beyond Reasonable Doubt (JAT) Case Proven BRD but Positive Defence (JAT) Witness Unavailable – Adjournment Declined (PT) No Case to Answer (PT) Case Not Proven Beyond Reasonable Doubt (PT) Case Proven BRD but Positive Defence (PT) Abuse of Process (PT) Fair Trial Not Possible (PT) Other (D) Diversion

6.9.17 Prosecutor Role

Description	This data item describes what role Police Prosecution Service prosecutor has in Prosecution Case. Must be entered for day Judge Alone Trial is scheduled. The Prosecutor's QID, trial date should be entered for Prosecutor Role
Uses	This information is used by Police Prosecution Service to manage caseloads

Multiples	The Prosecutor Role applies to a single court date and must be entered again for subsequent trial dates.
Notes	<p>Select from these available options:</p> <ul style="list-style-type: none"> • CJSU User • Crown Solicitor • EM Bail Assessor • File Briefing Centre User • O/C Case • Prosecution Case Manager • Prosecution Support Officer • Prosecutor

6.9.18 Interim action

Description	Interim action is part of youth case module. It describes type of interim action taken to deal with youth offender or subject. Information in youth case module should only be completed by Youth Aid Officers or their support staff.
Uses	Interim action is used by Youth Services. This is part of the system of case management used for youth offenders.
Multiples	<p>Only one Interim Action can be applied to each Youth Case at any given time. Interim action applies to all Offences and Incidents included in Youth Case. Where more than one Interim Action Applies, record most serious action that currently applies.</p> <p>Example: A youth is subject of an alternative action plan. Before alternative action plan is completed, Youth Case officer initiates a Family Group Conference. Change Interim Action relating to Youth Case to FGC.</p>
Notes	<p>Record option best describing interim action taken from following available fields:</p> <ul style="list-style-type: none"> • Alternative Action • Denied • District Court • Family Court - 14(1)(e) • FGC • FGC - 14(1e) Child Offending • FGC - 247(b) Police Referred • FGC - 247(d) Youth Court Referred • FGC Care & Protection • High Court Historical Clearance (audit record only) • Incident Intervention • Manslaughter • Murder • No Further Action • Pending assessment Unfit to Plead • UNKNOWN • Warning • Youth Court - no plea • Youth Court - not guilty

6.10. Data Items Associated with Youth Module

6.10.1 Youth case status

Description	Current status is part of Youth case module. It describes status of Youth Case. Information in youth case module should only be completed by Youth Aid Officers or their support staff.
Uses	Used by Youth Services to determine number of active Youth Cases.
Multiples	A Youth Case can only have one Status at a time, should always reflect current status of Youth Case.
Notes	Status of Youth Case will either be Active or Closed. An individual can only have one active Youth Case at any time (but any number of historic closed Youth Cases). Important note: A new Youth Case for a young person can only be created / initiated where there is no existing active Youth Case for that individual. A Youth Case can only be closed once all outstanding actions have been completed.

6.10.2 Parent / care provider details

Description	Name and contact details of relevant parents and/or caregivers to people that are subject of a Youth Case.
Uses	Provides Youth Case officers with information about people Youth is in care of. Can be used to make contact if needed, or for understanding background/home life situation of Youth.
Multiples	Record all parents and / or caregivers as appropriate.
Notes	Record name and contact details of at least one Parent and / or Caregiver. One Parent or Caregiver must be selected as Primary Caregiver using tick box / radio button. Only one person can be selected as Primary Caregiver – usually the person the Youth resides with and primarily responsible for their wellbeing. Primary Caregiver is person Police will contact as required for matters re Youth Case.

6.10.3 Enrolment Type

Description	Enrolment type is part of youth case module and relates to whether or not a Youth is enrolled at educational institution, if so, what sort of educational institution they are enrolled at.
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Uses	Enrolment type is one of the things that contribute to the ongoing assessment / action plans for the youth. So, for example, a condition of an Alternative Action Plan might be that the offender attends all classes they are supposed to be at.
Multiples	Only one enrolment type can be recorded at any one time.
Notes	Record the option which best describes the person's education attendance status: <ul style="list-style-type: none"> • Enrolled in School • Home School / Correspondence Schooled • Non-Enrolled • Tertiary Institution / Course Enrolled • Unknown

6.10.4 Reason not enrolled

Description	Reason not enrolled is part of the youth module and provides the reason a Youth is not enrolled at a school/other educational institute.
Uses	Reason not enrolled is one of the things that contribute to the ongoing assessment / action plans for the youth. So, for example, a condition of an Alternative Action Plan might be that the offender attends all classes they are supposed to be at.
Multiples	Provide as many reasons as relevant.
Notes	Record an accurate description of the reason(s) the Youth is not enrolled at an educational institute: <ul style="list-style-type: none"> • Expelled / Excluded • Granted Early Exemption • Transferring to Another School • Refuses to Attend

6.10.5 School enrolled at (if enrolled)

Description	School enrolled at is part of youth module and provides record of educational institute Youth is enrolled at.
Uses	School enrolled at contributes to ongoing assessment / action plans for Youth. E.g. condition of Alternative Action Plan may be offender attends all classes they are supposed to be at. Information lets Youth Case officer know which school they are dealing with for AA plan.

<i>Multiples</i>	Only one School / Educational Institute can be chosen. Choose school Youth is currently enrolled at, should be updated as appropriate where Youth re-enrols at another school.
<i>Notes</i>	Record name of school or educational institute from list of available options.

6.10.6 Education attendance status

<i>Description</i>	Education attendance is part of youth module, gives indication of attendance / engagement with education / educational activities.
<i>Uses</i>	Education status contributes to ongoing assessment/action plans for youth. E.g. condition of an Alternative Action Plan may be offender attends all classes they are supposed to be at.
<i>Multiples</i>	Only one education attendance status can be chosen for each Youth Case. Choose education attendance status that most accurately describes Youth's attendance / engagement. Should be updated as appropriate with any changes.
<i>Notes</i>	<p>Record the option which best describes the person's education attendance status.</p> <ul style="list-style-type: none"> • Absent - Explained But Unjustified Reason • Excluded / Expelled • Full Time - Some Issues • Full Time / Well engaged • Irregular Attendance • Mostly attends • On Work Experience • Stood down / Suspended • Suspended • Temporarily Withdrawn / Stood Down • Truant / Unexplained Absence • Unknown

6.10.7 Family Group Conference Type

Description	FGC type is part of youth case module. It describes type of family group conference being scheduled.
Uses	FGC type is used by Youth Services as part of system of case management used for youth offenders.
Multiples	There can only be one type per FGC (but multiple FGCs might occur within a single Youth Case).
Notes	<p>Record the option which best describes the family group conference being held.</p> <ul style="list-style-type: none">• Care and Protection• Care and Protection - Reconvened• Court Ordered• Court Ordered - Reconvened• Police Referred• Police Referred – Reconvened

6.10.8 Family Group Conference Outcome

Description	FGC outcome is part of youth case module. It describes the outcome of a family group conference held.
Uses	FGC outcome is used by Youth Services as part of system of Case Management used for youth offenders.
Multiples	There can only be one outcome per FGC (but multiple FGCs might occur within a single Youth Case).
Notes	<p>Record the option which best describes family group conference outcome reached.</p> <ul style="list-style-type: none">• Completed Successfully• Completed with extension• Not Completed (not reconvened)• Reconvened• Referred to Court.

6.10.9 Incident intervention type

Description	Incident intervention type is part of youth case module. It describes type of Incident intervention carried out for a youth. Important: Incident intervention type can only be used in relation to Incidents and never for Offences.
Uses	Incident intervention type is used by Youth Services as part of the system of case management used for youth offenders.
Multiples	Record all applicable incident interventions.
Notes	Record the option which best describes Incident intervention used. <ul style="list-style-type: none">• Home Visit• Personal Contact with Parent / Caregiver• Referred to Other Government Agency• Referred to Police Youth Development• Referred to Service Provider.

6.10.10 Factor

Description	Factor field describes aspects of Youth's life that may be related to or have impact on offending or potential to offend.
Multiples	Record all applicable Factors.
Notes	Record all applicable Factors from the available list. Note: Factors are applicable to all actions taken by Police in respect of Youth Case except Warnings. Refer 5.5 for further information.

6.10.11 Action

Description	Action field describes action(s) agreed to address each Factor identified. See example below.
Uses	Action is used by Youth services as part of information used to manage Youth case.
Multiples	Record all applicable Actions for each of recorded Factors.
Notes	Each Factor has its own set of Actions available for selection. Record all applicable Actions from available list for each recorded Factors. Note: Actions are applicable to Factors identified for all actions taken by Police in respect of Youth Case except Warnings.
Example	Police identify non-attendance at school as Factor re behaviour/offending of Young Person. Action to be completed with respect to Factor is Young Person must attend school for minimum 30 hours p/w. Second Factor identified for Young Person, alcohol abuse. Related Actions to be completed by Young Person, be alcohol-free for period, attend regular counselling to address alcohol abuse.

6.10.12 YORST Status

Description	Current status of YORST assessment.
Uses	YORST status is used by Youth services as part of information used to manage a youth case.
Multiples	Only one YORST status can be recorded per case, should be updated as required to reflect current status of YORST Assessment.
Notes	Record one of the following YORST Statuses: <ul style="list-style-type: none">• Completed• In Progress• Removed.

6.10.13 CYF Indicator

Description	Indicates when YORST Assessment has been passed electronically to CYF.
Uses	CYF Indicator used by Youth services as part of managing youth case. By checking box, you cause YORST Assessment to be sent to CYF so it used to trigger transfer of information.
Multiples	Each YORST Assessment can only be referred to CYF once. Once done it cannot be unchecked.
Notes	This is a check box (tick).

6.10.14 Score (YORST)

Description	Total percentage score based on all factors identified in YORST Assessment.
Uses	YORST score is used by Youth services as part of managing youth case
Multiples	Each YORST Assessment will only have one score.
Notes	Record score as percentage – calculated by YORST tool (must be manually entered in NIA).

6.10.15 Dynamic score

Description	Percentage score of all dynamic factors identified in YORST Assessment. Dynamic factors are those that can be changed or influenced - time since last Offence. Non-dynamic factors items such as offender's age at first Offence (this cannot change).
Uses	Dynamic score is used by Youth services as part of managing youth case.
Multiples	Each YORST Assessment will only have one dynamic score.
Notes	Record score as a percentage – calculated by YORST tool (must be manually entered in NIA).

6.11. Data Items Associated with PSO

6.11.1 PSO Type

Description	PSO Type is a data item that describes status of PSO.
Uses	Determines information to be recorded re PSO. Also trigger creation of / expiry of associated alert depending on PSO Type recorded.
Multiples	Only one PSO Type can be assigned to each PSO record. A PSO record cannot have more than one type at the same time. Note: this field indicates current status of PSO, therefore must be updated as appropriate with every change in status relating to PSO.
Notes	There are 5 available PSO Types – record the type that most accurately describes the status of the PSO: <ul style="list-style-type: none">• Wanted for Service of PSO - Use when PSO is issued, but has not yet been served on the person bound by the PSO.• PSO Served - Use only where a PSO is issued and served at the same time and place.• PSO Breached / Person Bound Wanted - Use when PSO breached, Person Bound has not been detained and is sought by Police.• PSO Breached / Person Bound Taken into Custody - Use when PSO breached, and the Person Bound has been detained by Police.• PSO Issued on Direction of Court - Use when the Court has issued a PSO.

6.11.2 PSO Number

Description	The unique identifier for the PSO – it is printed on the paper form used by officers issuing PSOs.
Uses	This number is used to match PSO Breaches to the record of the issuing of the PSO.
Multiples	Only one PSO number can be used for each PSO (it is a unique identifier).
Notes	Record the PSO number that is printed on the paper form used by the issuing officer.

6.11.3 Related PSO Number

Description	PSO number assigned to a PSO that has been breached.
Uses	Provides link between record of breach of PSO and original record of issue of PSO.
Multiples	Only one Related PSO number can be used for each PSO (it is a unique identifier).
Notes	Record PSO number assigned to PSO when issued (be recorded on original File / NIA Occurrence that relates to issue of PSO).

6.12. Data Items associated with Notings

6.12.1 Information value

Description	Information value is a field in an Occurrence record with CrimeStoppers reporting channel indicating whether information was useful.
Uses	Information value is used to assess the value of CrimeStoppers.
Multiples	Only one Information value can be recorded about a record at any one time. It can and should be updated if this changes.
Notes	Select an appropriate option from the drop down list: <ul style="list-style-type: none">• Noted for intelligence purposes• Of no value• Of value• Of value and led to charges• Used for preventative policing

6.12.2 Crime theme

Description	Crime Theme - field in Occurrence record with CrimeStoppers reporting channel indicating broad category information relates to				
Uses	Crime Theme is used by intelligence staff to scan information by topic.				
Multiples	When there is more than one relevant topic of interest select the one deemed most important.				
Notes	Select an appropriate option from the drop down list: Burglary Drugs Families Organised Crime Other Road Policing Sexual Offending Theft ex Car Unlawful Taking Violence				

6.12.3 Intelligence noting type

Description	Intelligence noting type is a field in an intelligence noting record that indicates what the main topic of interest is within the noting.
Uses	Intelligence noting type is used by intelligence staff to scan information by topic.
Multiples	When there is more than one relevant topic of interest select the one deemed most important.
Notes	Select an appropriate option from the drop down list of 39 options.

6.13. Data Items Associated with Victim Contacts

6.13.1 Person / Organisation (victim contact)

Description	Details of victim being contacted in relation to an Offence.
Uses	Information on victim contacts is used to monitor compliance with Police obligations to Victims' Rights Act 2002.
Multiples	Multiple victims contacts can be recorded, but only one Person or Organisation name can be recorded for each victim contact.
Notes	Record NIA ID and full name of victim. Note: This information is automatically completed by NIA.

6.13.2 Type of victim contact

Description	Type of victim contact describes type of contact Police had with victim.
Uses	Information on victim contacts is used to monitor compliance with Police obligations to Victims' Rights Act 2002.
Multiples	Only one type of victim contact can be recorded for single contact, if more contact types carried out record details of each separately.
Notes	<p>Select an appropriate option from the list below:</p> <ul style="list-style-type: none"> • Advised of bail conditions • Attendance at scene – Burglary <ul style="list-style-type: none"> ○ Used when scene of dwelling burglary is initially attended, regardless of whether or not victim is seen / spoken to at the time ○ Not required for attendance at non-dwelling burglaries ○ Not required for subsequent scene attendance ○ Not required for Scene of Crime Officers (complete forensic examination node instead) ○ If other victim contact types occur at the same time, record these in addition • Bronze response – Crime Prevention Advice not applicable • Crime Prevention Advice given • CSV1 completed • CSV1 emailed to Court • Investigation Update • Neighbourhood Support • Other Referral • PAF provided • Property returned to victim • Restorative Justice (RJ) information given

	<ul style="list-style-type: none"> • Silver Response – Face to face unable to be completed • Silver Response – Face to face visit • Silver Response – Follow up phone call • Standard Letter • Victim contact (not otherwise defined) • Victim Impact Statement (preparation, update) • Victim Information Form (POL1316) provided • Victim Intervention Plan (any VIP activity) • Victim Support Referral • Views on bail obtained • VIS provided to • VNR information given • Women's Refuge Referral
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6.13.3 Method of contact

Description	Describes method used to contact victim.
Uses	Information on victim contacts is used to monitor compliance with Police obligations to Victims' Rights Act 2002.
Multiples	Only one type of victim contact can be recorded for single contact. If more contact types are carried out record details separately. Failed attempts at contact should not be recorded. If multiple methods of contact are used, record only successful method.
Notes	<p>Record most accurate description of method of contact used from the list below:</p> <ul style="list-style-type: none"> • By Letter • By Phone • Face to Face • E-mail • Other (Use only if another method description is not more appropriate) • Printed / PDF • Text / E-Text.

6.13.4 Support / Contact person

Description	Details of a contact person where one is needed in communication with victim.
Uses	Information on victim contacts is used to monitor compliance with Police obligations to Victims' Rights Act 2002.
Multiples	Only one type of victim contact can be recorded for single contact. If more contact types are carried out record details separately. Failed attempts at contact should not be recorded. If multiple methods of contact are used, record only successful method.

Notes	Record name of person in standard name format: FAMILY / First / Middle
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6.14. Data Items Associated to Custody Records

6.14.1 Detainee Type

Description	Describes agency detaining or arresting person in custody.
Uses	This field is used to distinguish people held by Police from those held by Police on behalf of other organisations.
Multiples	Only one Detainee Type can be selected for each person in custody.
Notes	<p>Choose relevant value from following options ('Police' is default):</p> <ul style="list-style-type: none"> • Court Judges Direction • Customs • Immigration Refugee Claimant • Immigration Refuse Entry • Immigration Removal Order • Ministry of Fisheries (MAF) • Oranga Tamariki • Police • Remand/ Sentenced

6.14.2 Offence/Incident Recording

Description	Details the Offences/Incidents committed and links the Occurrence and CARD Event details to the custody record
Uses	Enter the relevant Offence/Incident code
Multiples	Only one offence/incident can be selected at a time.
Notes	<ul style="list-style-type: none"> • Enter or search for the appropriate Offence/Incident code • Enter the Occurrence ID and CARD event number (if applicable) • Select Formal Warning to be given (No/ Under Consideration/ Yes) (if applicable) <p>If No Select "Formal Warning not appropriate reason" from:</p> <ul style="list-style-type: none"> • Criminal history and/or previous formal warnings/pre-charge warnings

	<ul style="list-style-type: none"> • In the public interest to prosecute • Multiple offences stemming from one incident • Offence has arisen from a family harm incident • Offence is of a serious nature • Offender is under 18 years of age • Person refuses the formal warning and/or does not admit the offence • Reparation considerations • Victim considerations, including vulnerability
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6.14.3 Bailable

Description	Records the key condition applied to the prisoner's release
Uses	Enter if the detainee is bailable
Multiples	Only one value can be selected at a time.
Notes	<p>If Bailable is set to "No" complete Opposing Bail using the available values: Yes/No/Unknown</p> <p>Select the "Reason not bailable" from the:</p> <ul style="list-style-type: none"> • Breach of Bail and warning not appropriate • Judges Direction • Other Enactment (Customs / Immigration / Ministry of Fisheries etc) • Police Bail cannot be granted (Refer to Bail Act for details) • Reason to believe the defendant may fail to appear in court • Reason to believe the defendant may interfere with evidence • Reason to believe the defendant may interfere with witnesses • Reason to believe the defendant may offend while on bail • Refused to sign bail notice • Remand / Sentenced Detainee • Seriousness of offence • To protect a victim • Warrant to Arrest (WTA)

6.14.4 Interviewed Other Offences

Description	Indicates requirements to interview person detained in relation to offences other than those arrested / detained for.
Uses	Checks to ensure person held in custody is not released without being interviewed for all offences applicable, including those they might be sought for, but have not yet been arrested for.
Multiples	Only one value can be selected at a time.
Notes	The available values are: Done / Not Required / Required

6.14.5 DNA

Description	Alerts custody staff to any requirements to take DNA samples while the person is in custody.
Uses	To ensure DNA samples collected while person in custody where required to avoid having to make arrangements to do so at later date.
Multiples	Only one value can be chosen for each custody record
Notes	<p>Choose relevant value from the following options ('Not Required' is default):</p> <ul style="list-style-type: none">• Check• Required• Not Required <p>Where DNA is not taken, you can enter a reason in the free text field</p>

6.14.6 Photograph

Description	Alerts custody staff to requirements to take photographs of persons in custody.
Uses	Ensures photos are taken of persons in custody where required
Multiples	Only one value can be chosen for each custody record.
Notes	Choose relevant value ('Required' is default): Required / Not Required

6.14.7 Fingerprints

Description	Alerts custody staff to requirements to take fingerprints of persons in custody.
Uses	Helps ensure fingerprints are taken of persons in custody where required.

Multiples	Only one value can be chosen for each custody record.
Notes	Choose relevant value ('Required' is default): Required / Not Required

6.14.8 Evaluation Assessment

Description	A matrix of details of evaluation of person being held undertaken by custody officers.									
Uses	Used to establish risks to person held in custody. Enables custody officers to arrange appropriate precautions in dealing with person held, helps establish need for assessment by medical professionals etc. while person is in custody.									
Multiples	Users can select as many or as few components in each of the five fields as required.									
Notes	<p>Do you wish to complete Evaluation details at this time:</p> <p>No – only select “no” in extraordinary circumstances such as mass arrest where custody can only evaluate one person at a time.</p> <p>Yes – to be used in all other situations, the following details must be completed</p> <p>Choose at least one from each five components (<None> is valid option). Fields selected appear in upper panes of component. Use comment fields at bottom of columns to record additional relevant information (e.g. health conditions not covered). Available values:</p> <table><tr><td><p>Under the Influence Of:</p><ul style="list-style-type: none"><None>AlcoholDrugsSolvent<p>If appropriate complete Level on intoxication</p><ul style="list-style-type: none">ExtremeModerateNilSlight</td><td><p>Behavioural Signs:</p><ul style="list-style-type: none"><None>AgitatedAnxiousDepressedIrrationalOverly ashamedWithdrawn</td><td><p>Showing Signs / History Of:</p><ul style="list-style-type: none"><None>Aggressive behaviour to self or othersIntellectual disability</td><td><p>Physical Health:</p><ul style="list-style-type: none"><None>Alcohol / drug addictionAsthmaBreathing DifficultyDiabetesEpilepsyHead Injury/Concussion – HistoricHead Injury/Concussion – Less than 12 hours agoHeart diseasePerson injured or ill</td><td><p>Level of Consciousness:</p><ul style="list-style-type: none">Alert – able to engage in a coherent conversation<ul style="list-style-type: none">Voice/Drowsy or confused- Responds to voice, able to reply. May need help to walkPain/Partially Responsive – responds to pain only (e.g. nail-bed pressure)</td></tr></table>					<p>Under the Influence Of:</p> <ul style="list-style-type: none"><None>AlcoholDrugsSolvent <p>If appropriate complete Level on intoxication</p> <ul style="list-style-type: none">ExtremeModerateNilSlight	<p>Behavioural Signs:</p> <ul style="list-style-type: none"><None>AgitatedAnxiousDepressedIrrationalOverly ashamedWithdrawn	<p>Showing Signs / History Of:</p> <ul style="list-style-type: none"><None>Aggressive behaviour to self or othersIntellectual disability	<p>Physical Health:</p> <ul style="list-style-type: none"><None>Alcohol / drug addictionAsthmaBreathing DifficultyDiabetesEpilepsyHead Injury/Concussion – HistoricHead Injury/Concussion – Less than 12 hours agoHeart diseasePerson injured or ill	<p>Level of Consciousness:</p> <ul style="list-style-type: none">Alert – able to engage in a coherent conversation<ul style="list-style-type: none">Voice/Drowsy or confused- Responds to voice, able to reply. May need help to walkPain/Partially Responsive – responds to pain only (e.g. nail-bed pressure)
<p>Under the Influence Of:</p> <ul style="list-style-type: none"><None>AlcoholDrugsSolvent <p>If appropriate complete Level on intoxication</p> <ul style="list-style-type: none">ExtremeModerateNilSlight	<p>Behavioural Signs:</p> <ul style="list-style-type: none"><None>AgitatedAnxiousDepressedIrrationalOverly ashamedWithdrawn	<p>Showing Signs / History Of:</p> <ul style="list-style-type: none"><None>Aggressive behaviour to self or othersIntellectual disability	<p>Physical Health:</p> <ul style="list-style-type: none"><None>Alcohol / drug addictionAsthmaBreathing DifficultyDiabetesEpilepsyHead Injury/Concussion – HistoricHead Injury/Concussion – Less than 12 hours agoHeart diseasePerson injured or ill	<p>Level of Consciousness:</p> <ul style="list-style-type: none">Alert – able to engage in a coherent conversation<ul style="list-style-type: none">Voice/Drowsy or confused- Responds to voice, able to reply. May need help to walkPain/Partially Responsive – responds to pain only (e.g. nail-bed pressure)						

	<ul style="list-style-type: none"> Suspected 			<ul style="list-style-type: none"> Recently Discharged from Hospital Signs of being in pain 	<ul style="list-style-type: none"> Unresponsive – does not respond to stimuli
	Note Depending on the Evaluation results prompts will be displayed advising user to take the detainee to hospital				

6.14.9 Mental Health

Description	List of indicators of Mental Health.
Uses	Used to establish the mental Health needs to person held in custody. Enables custody officers to identify persons at risk. Assists custody officers deciding if need to arrange appropriate precautions in dealing with person held (e.g. keeping person in monitored cell), may help establish need for assessment by medical professionals etc.
Multiples	Users can select as many / few Mental Health indicators as appropriate
Notes	<p>Choose at least one value of Mental Health (<None> is valid option). Fields selected appear in right-hand pane – Mental Health box. Use comment fields bottom of box to record additional relevant information (e.g. potential risks not covered by options). Available values:</p> <ul style="list-style-type: none"> <None> Adverse life events (death, divorce, employment loss, death related incident) Arrest as result of domestic incident / history of family violence Bipolar disorder Currently Suicidal Depression First time arrested / detained in police cell GP Care Inpatient of mental health service Outpatient of a mental health service Previous attempts or threats to commit suicide Psychiatric history

6.14.10 Evaluation (Level of Care)

Description	Summary of evaluation status of person held in custody.
Uses	Retains a record of level of care / monitoring required for person held.

Multiples	Only one value can be selected at a time.
Notes	<p>There are two levels of care</p> <ul style="list-style-type: none"> • System Generated Recommended level of care - based on the detainee's evaluation questions. • Custodial Officers manual evaluation, this should be updated if risk profile of person held changes while in custody. <p>Available values:</p> <ul style="list-style-type: none"> • In need of care and frequent monitoring • In need of care and constant monitoring • Not in need of specific care <p>Approval is required If level of care is Downgraded, enter</p> <ul style="list-style-type: none"> • Supervisors QID • Reason for the change

6.14.11 Final Release/Bail

Description	Records the key condition applied to the detainee's release.
Uses	Shows how a detainee has been dealt with on release – e.g. if they have been released on bail, straight to court, charged etc.
Multiples	Only one value can be selected at a time.
Notes	<p>Choose the value that best describes the condition of release or bail. Use the comment field below to record any additional relevant information. Asterisks indicate where an occurrence must be created and linked to the custody record before release. Available values:</p> <ul style="list-style-type: none"> • Bailed to District Court* • Direct to District Court* • Direct to Prison • Formal Warning • From Court • Infringement Issued • Other (Specify in Comments) • • Refer to CJP* • Released • Released – 1K Now Sober • Released – 1M Assessed • Released – 1R Now Calm • Summoned to District Court*

6.15. Data Items Associated with Firearms Licensing

6.15.1 Firearms Licence Type

Description	Describes type of licence record relates to
Uses	Defines various conditions applicable to licence
Multiples	Firearms Licences can have only one type at any given time
Notes	Select the most appropriate option from: A – Firearms Licence D – Dealer Licence V – Visitor Firearms Licence

6.15.2 Firearms Licence Status

Description	Describes the current status of firearms licence. First time firearms licences are issued to individuals for 5 years, and then 10 years thereafter when they expire. Dealer licences are issues for 12 months and are renewable. A visitor firearms licence lasts until the planned departure date from New Zealand, or 12 months, whichever is the lesser. Status of licence changes to reflect status of licence at any given time.
Uses	Firearms Licence Status is used in reporting – particularly Operations and Performance, and also some external reporting including the Annual Report. Used to trigger licencing processes.
Multiples	A licence can have only one status at any given time.
Notes	Remember, the status should reflect current state of a licence. The status is assigned by NIA to reflect processing state of a licence or endorsement. Only the Firearms Safety Authority can change the status of a licence. Select most appropriate option from:
Cancelled	Only use when licence holder is deceased.
Current	
Expired	This is an automatic status when the licence has come to its expiry. (Note some reports show this as Expired and Awaiting Action)
Expired and Explanation	Only use when licence is expired and not renewed, and satisfactory reason for non-renewal provided by licence holder. Outstanding firearms and ammunition must have been disposed of appropriately.
Expired and Wanted to Interview	Only use where licence expired, holder sought to provide explanation for no renewal request / surrendering licence.
Pending	Only use while licence application is being processed.
Refused	Use when licence application / renewal refused.
Renewal in Progress	Only use while licence is going through renewal process.
Revoked	Use when licence revoked by Police.

Revoked – Domestic Violence	Only use when licence revoked by Police as result of holder's involvement in Family Violence.
Surrendered	Use when a licence and firearms/ammunition have been voluntarily surrendered to Police.
Suspended	Only use where licence has been temporarily suspended under Domestic Violence Act 1995.
Suspension or Revocation in Progress	

6.15.3 Firearms Licence Endorsements

Description	Endorsements authorise a firearms licence holder or dealer licence holder to possess certain closely controlled firearms and related arms items e.g. licence holders who are collectors only.
Uses	Firearms Licence Endorsement Status is used in variety of reporting. It also used to manage permits to import or permits to possess and record details of restricted weapons, prohibited firearms and pistols.
Multiples	A licence can have as many endorsements as applicable.

Notes	<p>Select option that describes endorsement type from the following:</p> <ul style="list-style-type: none"> 'B' Pistol Club Member – Target Pistol 'C' Bone Fide Collector – Pistol/Restricted Weapon 'C' Memento/Heirloom – Pistol/Restricted Weapon 'C' Theatrical 'D' Pistols 'D' Prohibited Firearm 'D' Prohibited Magazine 'D' Restricted Weapons 'F' Pistol - Dealer Employee 'F' Prohibited Firearm - Dealer Employee 'F' Prohibited Magazine - Dealer Employee 'F' Restricted - Dealer Employee 'F' Restricted Weapons - Dealer Employee 'L' Living History Member – Pistol/Restricted Weapon 'L' Living History Member – Prohibited Firearm 'L' Living History Member – Prohibited Magazine 'L' Living History Theatrical Armourer – Pistol/Restricted Weapon 'L' Living History Theatrical Armourer – Prohibited Firearm 'L' Living History Theatrical Armourer – Prohibited Magazine 'M' Ammunition Seller 'M' Possess Prohibited Ammunition 'P' Collector – Prohibited Firearm 'P' Collector – Prohibited Magazine 'P' Memento/Heirloom – Prohibited Firearm 'P' Memento/Heirloom – Prohibited Magazine 'P' Pest Control – Prohibited Firearm 'P' Pest Control – Prohibited Magazine 'P' Prohibited – Dealer Employee 'P' Theatrical – Prohibited Firearm
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	'P' Theatrical – Prohibited Magazine 'T' Theatrical Armourer – Pistol/Restricted Weapon 'T' Theatrical Armourer – Prohibited Firearm 'T' Theatrical Armourer – Prohibited Magazine
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6.15.4 Pistol Club

Description	The name of the incorporated pistol shooting club of which the licence holder is a member.
Uses	Can be used to count how many members are affiliated to each pistol club who have a pistol club endorsement. Used to issue the endorsement as membership is a prerequisite. This links to annual returns by licence holders.
Multiples	Only one Pistol Club can be recorded per licence.
Notes	Select the correct name of the club from the list provided. If the club name is not listed, the endorsement cannot be issued.

6.15.5 Firearms Permit Type

Description	Describes nature of permits issued against firearms licences.
Uses	Used to track activities of firearms licence holders and dealer licence holders that wish to undertake activities subject to certain restrictions. In particular used to report number of weapons imported / exported from NZ. Tracks changes of possession of endorsed firearms and restricted weapons.
Multiples	Record all permits issued and against relevant endorsement issued if required. No limit to number of permits recorded (dealers have many permits).
Notes	Select the option that describes the permit type from the following: Carry (conditions are endorsed upon licence (S36 Arms Act) and/or permit is issued – relates to endorsed firearms and restricted weapons) / Carry Loaded in Vehicle / Export / Import / Possess

6.15.6 Country of Import / Export (Firearms)

Description	Country firearms, ammunition or explosives are exported to or imported from.
Uses	Monitors where weapons, ammunition or explosives are imported from / exported to. Assists Police to fulfil obligations to monitor movements of weapons around World.

<i>Multiples</i>	Record only one country for every permit, or individual firearm etc. within a permit as appropriate.
<i>Notes</i>	

6.15.7 Weapon Type (Permit)

<i>Description</i>	The type of weapon requested on a firearms permit.
<i>Uses</i>	Used by firearms licence group to establish what types of weapons a permit is for.
<i>Multiples</i>	
<i>Notes</i>	Options are: Firearm Firearm Part Military Style Semi Automatic MSSA Part Pistol Restricted Airgun Restricted Weapon Specially Dangerous Airgun

6.15.8 Permit Status

<i>Description</i>	The current status of a permit.
<i>Uses</i>	Used to establish the status of a permit. Determines counts of how many permits are at certain statuses at one time.
<i>Multiples</i>	Only one status can be recorded at any one time.

Notes	Options are: Current Used Expired Refused Revoked Surrendered Cancelled
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6.16. Data Items Associated with Call Signs

6.16.1 Call Sign

Description	Call sign is series of letters and numbers used to uniquely identify 'units' logged into CARD system.
Uses	Call signs are codes used by radio users to communicate with other radio users.
Multiples	Only one call sign can be assigned to person at a time. Up to four people can be assigned to a single call sign at any time (based on current version of CRA).

Notes	<p>Call signs are made up of 5 characters forming 3 parts:</p> <p>Command Code - the first two characters represent the general geographical area of responsibility of the unit</p> <p>Unit Type - the next two characters categorise the type of duties that the unit generally carries out</p> <p>Unique Identifier - last character both uniquely identifies similar units and differentiates units of NCO level and above from other units.</p> <p>Valid Command Codes for call signs are: To be confirmed</p> <p>Valid Unit Types for call signs are: To be confirmed</p> <p>Valid Unique Identifiers for call signs are: 0-9 for NCO level and above A-Z (excluding O) for units below NCO level</p>
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6.17. Data Items Associated with Missing Persons

6.17.1 Missing Person Category and Sub-Category

Description	Describes the situation leading to the person being reported missing.
Uses	Provides contextual information to officers assigned to look for a missing person.
Multiples	Record only one Category and Sub-Category per missing person.
Notes	<ul style="list-style-type: none">• Categories and Sub-Categories: Mental Health/Intellectual Disability• Secure Facility• Non-Secure Care• Criminal Offence Suspected• Kidnapping/Abduction – Parent/Relative• Kidnapping/Abduction – Stranger• Homicide• MVCOT• Secure Care• Non-Secure Care• SAR• Urban• Rural• Aviation• Marine• Inland Waterway• International• Foreign National• NZ National Overseas• Other• Unexplained• Voluntary

6.18. Data Items Associated with the Forensic Examination Module

6.18.1 Forensic Examination Type

Description	Describes type of forensic examination undertaken
Uses	Provides information about volume and types of forensic examinations undertaken
Multiples	Only one forensic examination type can be recorded for a single forensic examination record. Multiple forensic examination records can be created in a single Occurrence.
Notes	Record the most accurate: <ul style="list-style-type: none"> Assessment only Exhibits Scene Examination

6.18.2 Reason for Not Attending

Description	Describes reason Scene of Crime Officer did not attend scene
Uses	Provides information about why scenes were not examined.
Multiples	Only one reason can be recorded for single forensic examination record. Multiple forensic examination records can be created in a single Occurrence.
Notes	Record most accurate: <ul style="list-style-type: none"> No Forensic Other Victim / Access not available

6.18.3 Exhibit Type

Description	Describes type of exhibit examined in forensic examination						
Uses	Provides information about the volume and types of exhibit examinations undertaken						
Multiples	Only one exhibit type can be selected for a single exhibit. Multiple exhibits can be associated to a single scene examination record.						
Notes	Record the most accurate:						
	CCTV	Control Sample	DNA	Document	Electronic	Fingerprints	
	Glass	Other	Paint	Shoe Impression	Took Mark	Tyre Mark	Wood

6.18.4 Exhibit Sub-Type

Description	Describes sub-type of exhibit examined in forensic examination when an exhibit is either a Fingerprint, a Shoe Impression or a Tool Mark		
Uses	Provides information about the volume and types of exhibits taken and examined		
Multiples	Only one exhibit sub-type can be selected for a single exhibit. Multiple exhibits can be associated to a single scene examination record.		
Notes	Record most accurate:	Shoe Impression options:	Tool mark options:
	Fingerprints options: <ul style="list-style-type: none"> • Lift • Mikrosil • Photo 	<ul style="list-style-type: none"> • A - Plain, worn plain, no pattern • B – Random or irregular (not rough) • C – Lattice, network or grid • D – Straight lines or bars • E – Curved or wavy – shapes and lines • F – Zigzags or angled • G – Circles, ovals, elliptical components • J - Geometric, 3-6 straight sides • L – Any other shape, complex or irregular • M – Letters and numerals • N – Targets • R – Repeat • X – No other descriptor applies 	<ul style="list-style-type: none"> • CI – Cutting instrument • FB – Flat bladed instrument • PI – Pointed instrument • SI – Striking instrument • UK - Unknown

6.18.5 Elimination / Suspect Nomination Type

Description	When elimination fingerprints, shoe impressions or DNA taken for comparison purposes, this is documented. Field describes type elimination or suspect nomination for forensic exhibits		
Uses	Provides information about suspects samples and impressions available for specific investigation.		
Multiples	Only one elimination / suspect nomination type can be recorded for single exhibit. Multiple elimination / suspect nominations can be created in a single Occurrence.		
Notes	Record the most accurate: <ul style="list-style-type: none"> • DNA (see BioTrak) • Fingerprint • Shoe Impression 		

6.18.6 Exam Type

Description	When an exhibit has been examined, exam type describes the type of examination undertaken
Uses	Provides information about forensic examinations and their results.
Multiples	Multiple exam types can be recorded for single exhibit. Multiple exhibits can be created in a single Occurrence.
Notes	<p>Record the most accurate:</p> <ul style="list-style-type: none"> • 1-2 Indanedione • Acid violet • Acid yellow • Alternative light source • Amido Black • Collect • Cyanoacrylate • DFO • Download • Gentian Violet • Hungarian Red • Iodine – fume • Iodine – liquid • LCV • Ninhydrin • Oil Red O • Other • Other dye stains • Panacryl • Panacryl – water based • Photograph • Physical developer • Polilight (Poliflare) • Powder • RTX • SPR • Sticky side powder • Sulfosalicylic acid • Swab • Vacuum fumed • Visual • VMD • Wetwop

6.19. Data Items Relating to Recording of Accounts

6.19.1 Account Number/Code

Description	The account number or code is the identifying number for an account such as a bank account number
Uses	Account numbers are used to link related offences
Multiple	Only one account number can be recorded for any single account object in NIA
Definitions	<p>Enter the account number with no spaces or hyphens</p> <p>e.g. A bank account often written as 12-3141-00145473-00 should be entered as 1231410014543700</p>

6.19.2 Account Category and Sub Category

Description	The account number category and sub category provide a way of differentiating between different types of accounts				
Uses	Account categories help describe the nature of accounts				
Multiple	Only one account category and sub category can be recorded for any single account object in NIA				
Definitions	Options available are:				
	Cash <ul style="list-style-type: none"> • Currency • Other (specify) 	Financial <ul style="list-style-type: none"> • Charge Card • Cheque • Credit • Credit Card • Mortgage • Other (specify) • Savings • Term Deposit • Unknown 	Government <ul style="list-style-type: none"> • Accident Compensation Corporation • Dept. Social Welfare • Fringe Benefit Tax • Goods and Services Tax • Inland Revenue Dept. • Other (specify) 	Merchant <ul style="list-style-type: none"> • Gaming • Hire Purchase • Lay by • Lease • Other (specify) • Purchase • Rental 	Trust <ul style="list-style-type: none"> • Accountant • Investment • Other (specify) • Safety • Share • Stock • Superannuation

6.19.3 Account Status

Description	The account status is the status of an account such as a bank account number
Uses	Account number status is used to establish if an account is still active
Multiple	Only one account status can be recorded for any single account object in NIA
Definitions	Options are: Active, Closed, Inactive, Unknown

6.19.4 Account Type

Description	
Uses	

<i>Multiple</i>	Only one account type can be recorded for any single account object in NIA
<i>Definitions</i>	Options are: Business, Joint, Other (specify), Personal, Unknown

Part 7 - Tips and Background

7.1. How Police information is structured

The way New Zealand Police structures data about Offences and Incidents involves six elements:

1. File
2. Occurrence
3. Offence, Incident or Task
4. Objects (people, vehicles, phone numbers, locations, items, organisations, groups)
5. Alerts
6. Links

Police collect information about Offences, Incidents and Tasks but group that information into Occurrences when one or more Offence, Incident or Task occurred at the same time, date and location and involved the same people. When things are reported at the same time and involve the same people this is also grouped Occurrences into Files.

Within an Occurrence, various Objects such as people, vehicles and phone numbers can be created and linked to Offences, Incidents and Tasks as well as being linked to each other. The link between a person and an Offence, Incident or Task is at times referred to as the 'role' (but the two things are technically different (refer 7.5.4)).

Special information that needs to be flagged to others about an object is recorded in an Alert.

Data about all of these components work together to provide a comprehensive picture of what has occurred, where, when and to whom. Each element has data items associated with it. A full list of data items required by this standard are included in section 7.

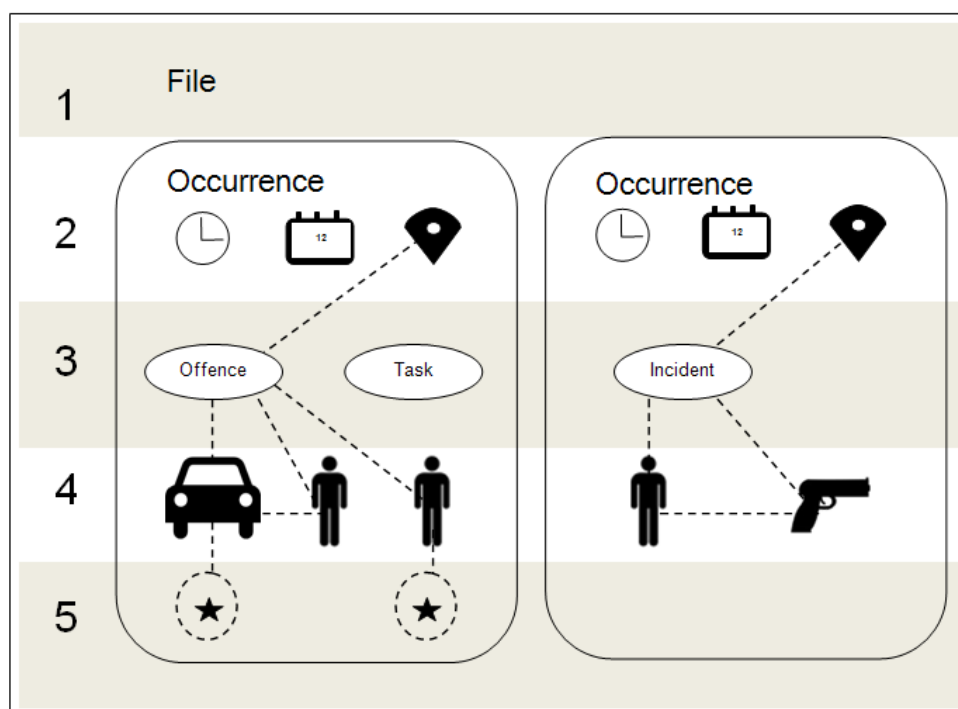


Figure 1: Diagram of a File containing Occurrences, Offences, people, vehicle, weapon and alerts

7.1.1 Structural elements

File

In NIA, Files are identified by unique identifier File Number.

Rule governs when offences, incidents, tasks can be grouped in file. Refer [Recording of Offences](#)

Occurrence

Occurrence is grouping of one or more Offences, Incidents, Tasks. Occurrence represents continuity of time and place. Single Occurrence can only be used to record multiple Offences or Incidents if they meet recording criteria.

A rule governs when offences, incidents and tasks can be grouped into a file. Refer [Recording of Offences](#)

Offence

An Offence is a breach of New Zealand law under the jurisdiction of Police (breaches of New Zealand law outside Police jurisdiction, e.g. Immigration Offences, Fisheries Offences, are not covered by NRS). This is not restricted to Offences covered in the [Crimes Act 1961](#), and extends to other acts including the [Summary Offences Act 1981](#), the [Misuse of Drugs Act 1975](#), the [Land Transport Act 1998](#), and the [Arms Act 1983](#).

A rule governs the recording of offences. Refer [Recording of Offences](#)

Incident

When a matter has been reported to or discovered by Police it is recorded as an Incident when it is not an offence or a task, and requires Police to take some form of action beyond recording information only in the form of an Intelligence Noting. Examples of incidents include Attempted Suicides, Breaches of the Peace, Vehicle Collisions and Bail Breaches.

Task

A Task is an action undertaken by Police that is not a response to a report of an Offence or Incident. There are three broad categories of Tasks:

- Service Tasks (inc. Lost and Found Property reports, Firearms Licensing, issuing Summonses, looking for Missing Persons etc.)
- Preventative Tasks (inc. Foot Patrols, Licensed Premises Compliance Checks, Turnovers etc.)
- Other Duties Tasks (inc. Bail Checks, Second Hand Dealer Checks, taking DNA Samples etc.)

Alert

An alert is a way of linking important information to an object within NIA. When an alert has been added, the information contained in the alert is visible to anyone who looks up that record. Alerts can be added to:

- | | |
|-----------------|--------------|
| • People | • Accounts |
| • Organisations | • Items |
| • Vehicles | • Locations. |
| • Telephones | |

Examples include alerts to show a vehicle is stolen, a person is wanted, or a location is a drug dealing address.

A wide range of alert types available for use, refer section 6.3 below for more information on mandatory alerts.

7.2. NRS Glossary

Alco-Link

Alco-link was a survey conducted on offenders (and in some cases, victims or subjects) aimed at determining whether or not the person consumed alcohol before the offence or incident occurred, and if so, the circumstances relating to their alcohol consumption at that time – for example, where they consumed their last drink.

Apprehend or apprehension

An Apprehension occurs over two steps, both of which must be completed:

Firstly, Police identify a suspect/an offender (person or organisation) and gather the evidence required to take an action against that person.

Secondly, Police locate and advise the offender that they will be recorded by Police as being responsible for the Offence.

Apprehension does not necessarily include arrest (e.g. offender might be summonsed without arrest). In some cases, where proceedings are impeded, apprehension can occur without the second condition above being completed (refer [7.1](#))

CARD

Communications and Resource Deployment system. The application used by New Zealand Police to manage initial Police response to calls for service.

CARD Event

Refers to any single record in CARD – the equivalent of an Occurrence wherever no NIA Occurrence is created, but where Police have responded to a call for service.

Case statistic

Case Statistic refers to a module in the NIA application. This is where information relating to individual offences, incidents, tasks and apprehensions is collected for statistical purposes.

CPP

Child Protection Protocol. The process by which matters of concern relating to Child Abuse identified by CYF can be referred to Police for investigation.

CRF

Child Risk Factor. The family violence risk assessment used for children.

CrimeStoppers™

The service Police provide that allows members of the public to provide Police with information relating to offending in their community anonymously via a 0800 telephone number.

CRIS

Crime Reporting Information System. The application used by the Crime Reporting Line call centre to record information provided via telephone contact.

CYF

Child, Youth and Family.

DOCLOC [Number]

This is an outdated name for File or Case Number which originally was a shortened version of 'Document Locator'. The unique identifier assigned to a case/file in NIA.

E-Quip

IT Application designed as the data entry portal for mobile devices.

Family Violence

In the context of NRS, Family Violence refers to any job attended by Police that is determined by the attending officer to have involved Family Violence. The [Police Family Violence Policy](#) outlines the process for determining whether Family Violence has occurred.

FGC

Family Group Conference.

Intelligence Noting

An Intelligence Noting is a type of record in NIA used to record information for intelligence purposes that is not related to an Offence, Incident, Task, Alert or other Police action.

IPVF

Intimate Partner Vulnerability Factors. A risk-assessment used where there has been intimate partner violence in a Family Violence context.

Jurisdiction of NZ Police

NZ Police have jurisdiction to record and investigate offences which occur in New Zealand. To determine if an offence is considered to have occurred in New Zealand, refer [Recording of Occurrence Locations](#).

NZ Police are deemed not to have jurisdiction when other agencies in New Zealand also have jurisdiction, and they lead the investigations and record any related offences within their ICT systems.

LRT Code Book

The [LRT Code Book](#) is a list of all offence, incident and task codes available to Police. The table also contains information and specifications relating to each code. In 2015 it replaced the Pol 695 as the primary accurate source of all available codes. It is searchable on the intranet.

MO

Modus Operandi.

Narrative

Narrative refers to a number of large free-text fields in the NIA application. The main Narrative is the Occurrence Narrative, where most of the commentary about an Occurrence and the subsequent investigation is captured. There are also Narrative fields (which are structured differently) for various other parts of NIA (such as Alert Narratives and Narratives relating to Firearms Licence histories), and for CARD events.

NIA

National Intelligence Application. The system that New Zealand Police currently use to record details of offences, incidents and tasks where investigation beyond initial attendance is required.

NIA Manual

The training document showing how the NIA application works.

NRS

National Recording Standard.

NZTA

New Zealand Transport Agency.

OC or O/C

Officer in Charge. Usually either the officer in charge of a Police Station, or the officer in charge of a case – the officer a case has been assigned to for investigation.

Offences against the person

Offences against the person are offences in Australian and New Zealand Standard Offence Classification (ANZSOC) divisions 01 to 06.

Organisation

For the purposes of NRS, Organisation refers to any organisation, legal or otherwise that can be identified. This includes, but is not restricted to:

- Limited Companies
- Corporations
- Other Businesses
- Crown Entities (e.g. Police, Government Ministries or Departments, Local Bodies)
- Foreign Embassies or Consulates
- Registered Charities
- Religious Organisations or Groups
- Community Groups, such as Scout Groups
- Other Service Providers (such as St. John Ambulance)
- Gangs

Organisation does not include the concept of society in general (i.e. 'Society', 'The Crown', 'Everyone' etc. do not constitute Organisations).

PAF

Police Acknowledgement Form. The form completed to produce letters sent to victims of offences acknowledging that Police have received their complaint and initiated an investigation.

PIPS

Police Infringement Processing System. The application used by PIB (Police Infringement Bureau) to process traffic infringements.

Police

In NRS, Police refers always to New Zealand Police – the organisation, or any employee thereof, depending on the context/situation being described.

PPS

Police Prosecution Service.

Primary intent

Is the main type of objective that the offender is trying to achieve: gain, injure/damage, negligence, subvert/obstruct justice, against public order, or gratification.

PRN

Person Reference Number. Unique numeric identifier assigned to people that have at any time been recorded as an offender in either Police or Justice/Corrections systems/applications. PRN is also listed as a data item in this standard. Refer [7.1](#) for further details.

Proceeding(s)

Describes an action taken by Police against an offender – the 'type' of apprehension used to deal with an offender, e.g. Prosecution.

PROP

Police Register of Property (an application for the management of Police exhibits)

PSO

Police Safety Order. For recording requirements refer [5.2](#)

QID

Query Identity Details. The unique alpha-numeric identifier assigned to every member of Police staff (includes “non-sworn” staff). Officer details is also listed as a data item in this standard. Refer [7.1](#) for further details.

Record

Record has two meanings depending on how the word is used:

The verb record refers to the act of recording information

The noun Record refers to a physical or electronic record.

Note: Record is also a technical term applicable to NIA, for example Occurrences and Intelligence Notings are types of Records. In most cases, these types of Records are referred to directly rather than using the more generic term.

Seriousness

Seriousness of the offence is to be determined by maximum penalty

Structured Field

A structured field is a database field designed to take one piece of information in a certain way. It is specific and restrictive, allowing only certain approved values.

Here’s an example of a structured field in NIA:

A screenshot of a web form element. It consists of a label 'Reporting channel:' followed by a text input field containing the word 'Phone' and a small downward-pointing arrow on the right side, indicating a dropdown menu.

Validated

This refers to an entity linked in NIA, such as a person, location or vehicle, where the identity of that entity is confirmed. For example, where vehicle details are derived from NZTA records, or where a person has provided documentation (such as a valid driver’s licence) that enables Police to make a positive identification based on details already recorded in a Police application (usually NIA).

Victimisation

Refers to an instance where a person or organisation has become the victim of a crime. An individual or organisation can be victimised more than once. In other words, this is the term used to describe the counting unit of victim instances – used to calculate repeat victimisations.

Visual Linker

The module in the NIA application that enables entities relating to an Occurrence to be linked together with descriptions of their relationship. For example, it allows persons to be linked to offences with the description ‘Victim’.

YORST

Youth Offender Risk Screening Tool.

Youth case

Youth Case usually refers to the module in the NIA application for managing Youth Offenders and Subjects.