



FREEDOM OF INFORMATION REQUEST



Request Number: F-2012-00506

Keyword: Organisational Information/Governance

Subject: PSNI Incidents Entered on Computer

Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

Question 1

Is it Police Policy to enter an incident onto the police computer on the same day of the incident, and is it entered by the officer who was on hand at the incident or is it entered by a Sergeant?

Answer

Police create a record of any report made to them at the time of the report. In relation to the details of any crimes and victims, police must record this on their system within 72 hours of the report. These records are created by staff working within Contact Management and not by a Sergeant.

Question 2

How many Sergeants are there assigned to each police station?

Answer

Please see the table at the end of this correspondence, detailing the number of Sergeants in each police station.

Question 3

Other than entering an incident onto the computer does an officer also record the events of the incident into their notebook, and if so how long are the notes retained for?

Answer

Officers are required to make a record of all relevant actions, observations and decisions. These records can include notes within their notebook.

In compliance with the PSNI Review, Retention and Disposal Schedule Version 0.1 Notebooks that had non-serious crime entries were destroyed 6 years after the last action, but Notebooks that had serious crime entries were retained permanently.

However this has now changed under the revised PSNI Review, Retention and Disposal Schedule Version 0.2. Notebooks that have non-serious entries are destroyed 10 years after the police officer has left the Service and Notebooks that have serious crime entries will be retained for 100 years.

Question 4

When police make an Application for Disclosure of all files, notes and reports to the Family Court Division, in order to investigate a crime; what is the name of the Section used under the FOI Act 2000?

Answer

PSNI, Legal Services Branch has advised that the Freedom of Information Act is not used for applications for discovery in court.

Question 5

How many times have the PSNI made such an application since 2002, and how many were successful?

Not applicable.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

No. of Sergeants	Location	Total
5	Aldergrove	
25	Antrim	
15	Antrim Road	
30	Ardmore	
16	Armagh	
1	Aughnacloy	
1	Ballycastle	
1	Ballyclare	
2	Ballykinler	
36	Ballymena	
4	Ballymoney	
1	Ballynahinch	
12	Banbridge	
21	Bangor	
1	Beragh	
5	Bessbrook	
1	Bushmills	
1	Carrickfergus	
1	Castleberg	
66	Castlereagh	
1	Clogher	
1	Coalisland	
25	Coleraine	
13	Cookstown	
4	Craigavon	
1	Donaghadee	
4	Donegall Pass	
8	Downpatrick	
1	Dromore(Down)	

No. of Sergeants	Location	Total
14	Dundonald	
13	Dungannon	
9	Dunmurry	
1	Eglinton	
19	Enniskillen	
1	Fintona	
23	Garnerville	
2	Garvagh	
1	Glengormley	
15	Gough	
22	Grosvenor Road	
1	Hillsborough	
5	Holywood	
1	Irvinestown	
1	Keady	
1	Kesh	
3	Kilkeel	
37	Knock	
17	Knocknagoney	
14	Ladas Drive	
6	Larne	
14	Limavady	
26	Lisburn	
19	Lisburn Road	
8	Lislea Drive	
48	Lisnasharragh	
7	Lisnaskea	
10	Loughside	
18	Lurgan	

No. of Sergeants	Location	Total
1	Maghera	
11	Magherafelt	
1	Magilligan	
38	Mahon Road	
41	Maydown	
1	Moira	
24	Musgrave Street	
6	New Barnsley	
7	Newcastle	
17	Newtownabbey	
19	Newtownards	
17	North Queen Street	
34	Omagh	
5	Portglenone	
1	Portrush	
8	Seapark	
3	Sprucefield	
17	Steeple Barracks	
13	Strabane	
32	Strand Road	
30	Strandtown	
4	Tandragee	
15	Tennent Street	
3	Warrenpoint	
7	Waterside	
5	Willowfield	
9	Woodbourne	
9	York Road	
1037	Grand Total	