

# Victoria Police Manual – Procedures and Guidelines

## Release of corporate statistics

### Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Information sharing

### Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

### Procedures and Guidelines

## 1. Overview

Corporate statistics consists of both crime and non-crime related data. These guidelines identify:

- where statistics can be sourced
- when statistics may be released internally and/or externally
- who can authorise the release of statistics.

Corporate statistics can be obtained from the following websites, systems or datasets:

- Crime Statistics and Reporting System (CSRS) – crime statistics for internal use only. The data should not be released outside of Victoria Police

- Mental Health data – in respect of previous calendar/financial year (released in April/October)
- Missing Persons data – in respect of previous calendar/financial year (released in April/October)
- Collision Management and Information System (CMIS) – Road Policing Injuries data – in respect of previous calendar/financial year (released in April/October). Road Policing data on fatalities can be released in February for the calendar year and August for the financial year
- Computer Aided Dispatch (CAD) – Call for Service – CAD Events data in respect of previous calendar/financial year (released in April/October)
- Fixed Penalty Payment System (FPPO) – in respect of previous calendar/financial year (released in April/October)
- Use of force data – in respect of previous calendar/financial year (released in April/October)
- Vehicle impoundment data – in respect of previous calendar/financial year (released in April/October)
- Firearm Licencing data – in respect of previous financial year (released in October)
- Sex Offenders Registry data – in respect of previous financial year (released in October)
- National Survey of Community Satisfaction with Policing (NSCSP) data – data to be used for internal use only
- Member Activity Sheet (MAS) – data is only available up to the end of the 2012/13 financial year
- Crime Statistics Agency (CSA) – external release of recorded crime statistics in Victoria

## 2. Responsibilities

- Corporate Statistics Unit is responsible for:
  - developing the standards and policy for collecting, collating and setting the classification and counting rules for corporate statistics
  - developing and maintaining corporate statistics.
  - the internal and external release of non-crime related statistics
  - the internal release of crime statistics.
- CSA is responsible for:

- public release of crime statistics in Victoria
- statistics which include offences that are reported to Victoria Police and recorded on the LEAP database.

### 3. Access to corporate statistics

- Victoria Police employees accessing corporate statistics:
  - non-crime related corporate statistics
    - publicly available on a calendar and/or financial year basis by Corporate Statistics Unit
    - refer to the Victoria Police website for published statistics (e.g. fatality statistics published daily and vehicle impoundment statistics published every calendar year)
    - contact Corporate Statistics Unit for all non-crime related statistics requests.
  - crime related corporate statistics
    - contact Corporate Statistics Unit for crime related statistics required for internal use only
    - publicly released on a quarterly and annual basis by CSA
    - see CSA website for crime related statistics
    - to release crime statistics to external parties other than the media, requests should be sent to Corporate Statistics (email: CORPORATE STATISTICS-REQUESTS-MGR) who will coordinate with the CSA.

### 4. Release of corporate statistics

- Victoria Police employees releasing corporate statistics to external parties:
  - may only disclose them after the public release of the information on the official Victoria Police or CSA websites provided above (i.e. information that is now in the public domain)
  - may only release crime statistics that are provided by CSA as part of a specific request
  - are not to comment publicly on state-wide crime trends arising from corporate statistics. All such requests must be referred to the Director, Media and Corporate Communications. Personnel may however, comment on local statistics that relate to their area of responsibility
  - are to ensure that any public release of data be validated by Corporate Statistics to avoid the release of inaccurate or incomplete information and should direct any other requests for release of data to Corporate Statistics
  - may only release the information in summary format (de-identified data)
  - may only release them in accordance with the Release Conditions provided below.

- All requests for and release of corporate statistics are to be recorded in line with **VPMP Information sharing**.
- All other (corporate) statistics which are not owned or maintained by Corporate Statistics Unit (e.g. data about complaints against Victoria Police) can only be released externally by the relevant owner/work unit responsible for them with an appropriate authority after being validated by Corporate Statistics.
- Employees releasing corporate statistics to internal parties are to do so only in accordance with the Release Conditions below.

## 5. Release Conditions

The Release Conditions below refer to the disclosure of corporate statistics that are not publicly available from the websites noted above. All such requests are to be sent to the appropriate authorising officer.

| Release Conditions                                                                                                                   |                                                                                                                                        |                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| External Requests                                                                                                                    | Authorising Officer                                                                                                                    | Fee Applicable *                                                   |
| Ministers and Parliamentarians                                                                                                       | Chief Commissioner of Police (CCP)                                                                                                     | N/A                                                                |
| Media organisations                                                                                                                  | Non-crime related requests - Director, Media and Corporate Communications, in consultation with the Manager, Corporate Statistics Unit | A fee applies for requests which take more than 2 hours to prepare |
|                                                                                                                                      | Crime related requests - CSA                                                                                                           | N/A                                                                |
| Government Departments – including local, state and federal and all other external parties and organisations (excluding researchers) | Non-crime related requests - Manager, Corporate Statistics Unit                                                                        | A fee applies, as appropriate                                      |
|                                                                                                                                      | Crime related requests - CSA                                                                                                           | N/A                                                                |
| Researchers                                                                                                                          | Refer to <b>VPMG Research</b>                                                                                                          | A fee applies                                                      |
| All FOI requests                                                                                                                     | Manager, FOI, in consultation with the Manager, Corporate Statistics Unit                                                              | A fee applies                                                      |
|                                                                                                                                      | Crime related requests - CSA                                                                                                           | N/A                                                                |

\* Fees (where applicable) – refer to [Victoria Police Accounting Manual](#)

| Internal Requests         | Type of Statistic                                                                                                      | Authorising Officer                    | Conditions of Release                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Victoria Police employees | All types used for determining service delivery and resource management requirements in the local Department or Region | Local DIU or Corporate Statistics Unit | Local statistics are to be collated according to Victoria Police standards, and only obtained from statistical systems maintained by Corporate Statistics Unit<br><br>CAD statistics are not to be used as a primary means to identify a person who has made an emergency call. For further clarification, contact the Manager, Corporate Statistics Unit<br><br>Research requests relevant to attainment of an academic qualification, refer to <b>VPMG Research</b> . |
| Victoria Police employees | Crime statistics to be used only for internal use                                                                      | Corporate Statistics Unit              | Not to be released outside of Victoria Police                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact Corporate Statistics

## Update history

| Date of first issue | 15/10/13                                                                                           |                   |
|---------------------|----------------------------------------------------------------------------------------------------|-------------------|
| Date updated        | Summary of change                                                                                  | Force File number |
| 18/01/16            | Change to role of Corporate Statistics Unit with the implementation of the Crime Statistics Agency | FF-092106         |
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