

THINGS TO CONSIDER TO SET UP THE CRR PROCESS

- Consult Chief Officer Team and PCC. Having backing from the OPCC will help start the wheels of motion and will give weight to overcome obstacles down the line.
- A contact in Force who believes in the CRR approach ('A Force Champion') will be a useful ally to help you reach the right people and to help establish and embed the process. The 'Champion' should be aware that the CRR provides mutual benefits to public, OPCC and Force.
- A contact in Information management will be useful in submitting a DPIA. This is often a difficult part of the process, so a good contact will help with provide solutions and reassurance on data protection concerns.
- Consult your volunteers- explain that CRRs are being considered and take the time to explain the benefits and why this may be adopted. Some volunteers may not like the idea of change- this gives them time to mentally prepare and adapt to the idea
- After implementation you may want to consider training (CRR training and enhanced data protection training), updating and resigning MOUs and data protection/processing contracts to include CRRs. You may want to update all paperwork (handbooks, recruitment materials etc.) to include the CRR process. Derbyshire are happy to share materials and wording- just get in touch with robert.patman@derbyshire.police.uk or elizabeth.kelly@derbyshire.police.uk

Obtaining Custody Records Numbers

Information management send an automatically generated list of custody record numbers from the previous week. This lists vulnerability tags- intoxication, race, mental health, gender, immigration, juveniles etc.

Custody Record Sampling

OPCC choose 12 records to be reviewed from the list, and request these from the Central Disclosure Unit. Records are selected by category e.g. 2 strip search, 2 females, 2 young people. We also select records from each custody suite to allow for comparisons.

Redaction

Central disclosure unit redact the 12 records and send the redacted version to OPCC.

Volunteer access to records

OPCC grant access to records to volunteers. Derbyshire do this remotely via a secure file sharing platform, though others do this with paper copies at HQ or other police buildings.

The Review

Volunteers review 2-3 records per session in pairs, using an aide memoire to guide them on which criteria to look for.

Volunteer Reporting

Volunteers input their findings into a survey software.

If there are any immediate concerns, volunteers inform OPCC staff, who raise the record with the custody inspector.

Alternative Method

Volunteers can input their findings straight into a template spreadsheet that Derbyshire have created. This avoids the data preparation stage, but we find that volunteers find survey software easier to operate, and logics can hide questions that aren't relevant to different detainees

Data Preparation + Validation

Data is downloaded from the survey and put in a spreadsheet. The spreadsheet pre-populates data tables to create a performance report. Derbyshire have a few different performance reports

Performance reports

Derbyshire uses custody record reviews for a variety of reporting outputs. Not all may be appropriate or desirable for all schemes.

Monthly Performance Report

Statistics for performance against all criteria on the survey, such as reviews, detention authorisation delays, general entitlements, AA provision and rationale. This report is discussed with the custody inspector monthly

Quarterly Disproportionality Report

Derbyshire track and compare performance of safeguards by ethnicity. Granularity is limited by sample size. This report is discussed with the custody inspector quarterly

Quarterly Regional Output

Derbyshire, Leicestershire and Nottinghamshire benchmark performance against some criteria on a quarterly basis, identifying which trends are local or regional.

Strategic Priorities Assurance Reports

Findings from the CRR are fed in to the public meeting between the Chief Constable and PCC twice per year to give public reassurance.

Calls for Evidence

CRRs give an evidence base for consultations and calls for evidence, such as the Childrens concordat, MH reforms etc. This is on an ad-hoc basis.