

Scottish Crime and Justice Survey 2012/13:

Technical Report

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Edinburgh, March 2014

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1 BACKGROUND

1.1 Introduction to the Scottish Crime and Justice Survey

The Scottish Crime and Justice Survey (SCJS) is a survey of public experiences and perceptions of crime in Scotland. The 2012/13 survey is the fourth sweep of the current guise of the SCJS, with the first being conducted in 2008/09. The survey involves interviews with around adults (aged 16 or over) who live in private residential addresses in Scotland.

Fieldwork for the 2012/13 sweep of the survey was spread over 12 months and began on 1st April 2012 and finished on the 31st of March 2013. The target achieved sample size for the 2012/13 survey was 12,000 - reduced from 13,000 from the previous sweep in 2010/11, which included a change to a biennial survey design running every second year. These changes to the survey in comparison with previous years were a result of a review process in Scottish Government as part the Long Term Survey Strategy for Population Surveys in Scotland 2009 – 2019.¹

The survey is conducted face-to-face in-home and is administered by specially trained professional interviewers using Computer Assisted Personal Interviewing (CAPI). The survey also contains a short self-completion section on sensitive topics which respondents answer using Computer Assisted Self Interviewing (CASI).

Prior to the 2012/13 survey, there have been 11 previous surveys of victimisation in Scotland, beginning with the 1982 and 1988 sweeps of the British Crime Survey (BCS) co-ordinated by the Home Office.² BCS coverage in Scotland was limited to south of the Caledonian Canal. The first independent Scotland-only survey was commissioned by the Scottish Office in 1993 under the title of the Scottish Crime Survey (SCS) and was followed by repeated sweeps in 1996, 2000 and 2003.³ In 2004, following an external review, the survey underwent both a name change, under the title of the Scottish Crime and Victimization Survey (SCVS), and a major methodological change, with a move away from in-home face-to-face interviewing to telephone interviewing. However, the 2006 survey returned to face-to-face

¹ Further information on this strategy and associated information can be found on the Scottish Government website: <http://www.scotland.gov.uk/Topics/Statistics/About/SurveyStrategy>

² Further information on the shared Office for National Statistics and TNS BMRB website: <http://www.crimesurvey.co.uk>

³ For more information see the Scottish Government survey website: <http://www.scotland.gov.uk/SCJS>

interviewing after it was shown that the robustness of the data produced by the 2004 telephone survey could not be substantiated.⁴

The 2012/13 sweep retains the same basic design as the 2008/09 surveys onwards and though with changes to the modular sections of the questionnaire as well as the reduction in sample size and fieldwork period noted above (Box 1.1).⁵

Box 1.1: Changes between the 2010/11 and 2012/13 surveys

Sampling: The target achieved sample size was reduced from 13,000 to 12,000. The sample design was also modified for 2012/13 with stratification by local authority and the adoption of a completely unclustered sample, in 2010/11 the sample was clustered in rural areas.

Questionnaire: There were some changes in the 2012/13 survey which included a substantial revision to questions on civil law (now asked across two quarter-sample modules) and revisions to police in the local community moved from being asked of the full sample and now in one of the quarter-sample modules). There were also many other amendments related to updating various police and legal terminology and other changes to questions. Please see Chapter 5 for more information.

Fieldwork: A review of the SCJS design prior to commencement of the 2010/11 survey resulted in the decision to move the SCJS to a biennial rather than continuous survey. As a result, there was no data for the 2011/12 financial year.

The SCJS is primarily a victimisation survey, in which respondents are asked about:

- Property crime experienced by the household as a whole (e.g. housebreaking);
- Personal crime (e.g. theft from a person) which the respondents themselves have experienced.

The statistics produced from victimisation surveys provide a picture of the level of crime in the area covered. Respondents are asked directly about their experience of crime, irrespective of whether or not they reported these

⁴ For more information see Hope (2005). The SCVS 2004 survey contained a face-to-face calibration survey to run in parallel against the main telephone survey, and the 2004 crime estimates were based on this survey rather than the telephone survey.

⁵ Other minor changes to the SCJS questionnaire were also made. For further details see Chapter 5.

incidents to the police (police recorded crime).⁶ These surveys provide a record of peoples' experiences of crime which is unaffected by variations in reporting behaviour of victims or changes in police practices of recording crime. However, the SCJS and police recorded crime statistics should be seen as a complementary series, which together provide a more complete picture of crime than could be obtained from either series alone.

The survey uses a victim form questionnaire to collect extensive details about the nature of each incident that respondents report (up to five), such as when and where it occurred and details about the offenders and other relevant information. This allows classification and hence counts of crimes in Scotland.

The SCJS collects information on incidents occurring in the previous 12 calendar months before the month in which the interview takes place. This time period is referred to as the survey reference period. Continuous fieldwork means that the survey reference period varies depending on the month in which the interview took place, although the reference period covers an equal length of time (12 calendar months) for each respondent. More detail on the implications of this design is provided in Chapter 7.

The SCJS only collects data on incidents occurring in Scotland in the reference period – incidents which happened in England and Wales are recorded in the Crime Survey for England and Wales (CSEW, formerly the BCS), and incidents which happen abroad are not covered by the survey (termed non-valid incidents). Incidents which meet these criteria and which are identified as crimes within the scope of the survey (see Chapter 9) are used to produce the 'all SCJS crime' statistics which are published in the 2012/13 SCJS Main Findings report.⁷

The remit of the SCJS is much wider, however, than a simple victimisation survey. The survey collects socio-demographic information from respondents which allow a picture to be built up about the nature of crime in Scotland and the risks of victimisation among subgroups of the population. It also collects information on a number of sensitive issues, including the prevalence of illicit drug taking, sexual victimisation and stalking, and partner abuse (collected via the self-completion element of the questionnaire).

The SCJS has a quarter-sample modular design. All respondents (12,045) were asked the main questionnaire, and four randomly assigned groups of c.3,000 respondents were asked one of the four modules. This design allows a broader range of other topics to be covered.

⁶ For more information on police recorded crime, see the Scottish Government website: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/TrendType>

⁷ Available from the Scottish Government survey website: <http://www.scotland.gov.uk/SCJS>

All respondents were asked to complete the self-completion questionnaire though they had the option to refuse (10,235 respondents accepted the questionnaire – 85%).

The SCJS is designed to achieve a minimum effective sample size of 750 interviews in the eight Police Force Areas (PFAs), allowing robust analysis at this level.⁸ The survey also provides analyses for a number of performance targets for the public sector in Scotland, at a national and a local level. Specifically, it is the main source used by the Scottish Government to measure progress against two of its [National Indicators](#) (used to monitor National Outcomes) and against a number of supporting [Justice Outcomes](#).⁹

Despite changes in the design of crime surveys in Scotland over time (Box 1.2), the wording of the questions that are asked to elicit experiences of victimisation have generally been held constant. Care must be taken, however, when comparing different surveys, both those conducted in Scotland and other UK surveys,¹⁰ and analysts should be careful to read the relevant technical documentation to ensure that like-on-like comparisons are being made.¹¹

Box 1.2: Variation in design of past Scottish crime surveys

The previous versions of the crime surveys in Scotland have varied in different ways, for example:

- Data collection technique – from paper to telephone to Computer Assisted Personal Interviewing (CAPI);
- Sample size – from around 5,000 interviews in most previous surveys to 16,000 (2008/09 and 09/10) / 13,000 (2010/11) interviews / 12,000 (2012/13) for the SCJS;
- Sample design – from excluding Highlands and Islands to covering the Highlands and major islands, and from representative data at only a

⁸ Previous sweeps of the SCJS where the target sample size was 16,000 interviews resulted in a minimum effective sample size at PFA level of 1,000 rather than 750.

⁹ More information including details of the specific indicators, can be found on the Scottish Government's 'Scotland Performs' website at: <http://www.scotland.gov.uk/About/scotPerforms>

¹⁰ The CSEW (<http://www.crimesurvey.co.uk>) provides data on victimisation in England and Wales, and the Northern Ireland Crime Survey (NICS) (<http://www.dojni.gov.uk/index/statistics-research/stats-research-publications/northern-ireland-crime-survey-s-r.htm>) for Northern Ireland. (Section 12.3 provides more detail on comparisons with the CSEW.)

¹¹ An attempt to look at the differences between the Scottish Crime and Victimisation Survey (SCVS) and other UK surveys was made by Norris and Palmer (2010).

national level to producing robust estimates at individual PFAs.

1.2 Outputs from the SCJS 2012/13

The data arising from the SCJS 2012/13 are reported by Scottish Government. These reports include the SCJS 2012/13 Main Findings report, and will be followed by various topic reports including such information as partner abuse information collated through the self-completion components of the survey.

Copies of the reports and other SCJS related Scottish Government publications are available from the survey website.¹²

The survey data and supporting technical documentation, providing information and guidance for users of the survey data, are published on the UK Data Service website.¹³ There are three separate data files for the SCJS 2012/13:

- Respondent file (RF) (containing data from the main questionnaire and full and quarter sample modules);
- Victim form file (VFF);
- Self-completion file (SCF).

The SCJS is accredited as National Statistics by the UK Statistics Authority. This accreditation ensures that the survey data is produced to the highest professional standards and free from political interference.¹⁴

1.3 Structure of the Technical Report

Chapter 2 sets out the survey **sample design**.

Chapter 3 provides information on **survey response** and fieldwork outcomes.

Chapter 4 sets out the process for creating and applying **survey weights**.

Chapter 5 provides a summary of the structure and content of the **questionnaire**.

Chapter 6 examines **fieldwork** procedures and response rates.

Chapter 7 provides the details and practicalities of the **interview** itself.

¹² <http://www.scotland.gov.uk/SCJS>

¹³ <http://ukdataservice.ac.uk>

¹⁴ <http://www.statisticsauthority.gov.uk>

Chapter 8 provides information on **data processing**, including the offence coding process and checking of data.

Chapter 7 looks at the offence codes, survey statistics and **crime** groups used.

Chapter 8 outlines the design, calculation and application of the **weighting** required for analyses of the data.

Chapter 9 looks at the **data outputs**, including the structure of the SCJS SPSS data files and conventions used in them.

Chapter 10 summarises the **data outputs** from the survey including conventions used.

Chapter Error! Reference source not found. provides information on **statistical significance** and confidence intervals for the data.

Chapter 12 presents guidance for comparing the SCJS data with **other sources** of data about crime.

The series of 2012/3 SCJS Technical Report Annexes referred to in this report are included at the end of the report.

This report documents how the SCJS was designed, the way in which it was conducted and the how the survey data are produced, and should be read whenever using data from the survey. It is worth emphasising that the SCJS, in common with most victimisation surveys, is a complex study with data organised at different levels (households, individuals, and incidents) and has a number of sub-samples contained within it, including the modular and self-completion samples. Accordingly, data users should read this report before analysing the data to ensure that it is interpreted in a valid manner.

The dataset does not contain any indicators which allow identification of a particular person or address, and information which would allow this is not released to the Scottish Government (and from them to any other organisation) by TNS BMRB unless permission has been obtained from respondents. Substantial emphasis is given in the course of the interview to assure respondents that the information they provide will be held in confidence.

2 SAMPLE DESIGN AND SELECTION

2.1 Requirements

The sample for the SCJS 2012/13 was designed by the Scottish Government. The sample design was coordinated with the sample designs for the Scottish Health Survey (SHeS) and the Scottish Household Survey (SHS) as part of a survey efficiency project and to allow the samples of the three surveys to be pooled for further analysis.¹⁵

The SCJS sample was designed prior to the details of the Police and Fire Reform (Scotland) Act 2012¹⁶ being announced. Therefore, the sample is designed to allow reporting at Police Force Area level. The requirements of the design for the 2012/13 SCJS were to provide an annual sample size of 12,086 for Scotland with a minimum effective sample size of 750 for each police force area.

2.2 Sample Design and Assumptions

Fieldwork for the SCJS 2012/13 was programmed to run from April 2012 to March 2013. The survey has a single stage unclustered sample design and, as stated above, the annual sample size for Scotland was 12,086.

To deliver the required PFA precision the minimum effective sample size for each PFA was set at 750. The first step in calculating the effective sample size for each PFA was to allocate the overall sample on the basis of household population. For PFAs where the first step led to an effective sample size of less than 750, the target was increased to 750, with a corresponding decrease in the PFAs where the target effective sample size was greater than 750. In order to estimate the annual target achieved sample size for each PFA, analysis of design effects from the 2008/09 survey was undertaken, since:

$$\text{Effective sample size} = \frac{\text{Achieved sample}}{\text{Design effect}}$$

As rural areas were clustered in the 2008/09 survey, for the 2012/13 unclustered sample the median design effect from a range of variables for the unclustered parts of PFA samples were assumed for the entire areas in

¹⁵ Further information on the sample designs and the methodology uses is available here: <http://scotland.gov.uk/Topics/Statistics/About/SurveyDesigns201215>

¹⁶ The act came into force on 1 April 2013 and brought together the eight police forces, the Scottish Police Services Authority and the Scottish Crime and Drug Enforcement Agency into a single Police Service of Scotland. For more information: <http://www.scotland.gov.uk/Topics/Justice/public-safety/Police/ConsultationFuturePolicin>

2012/13. This allowed the calculation of the target achieved sample size for each PFA, as shown in Table 2.1.

Table 2.1: Total annual target achieved sample size
SCJS 2012/13

<i>Police Force Area</i>	Target sample size
Central	982
Dumfries and Galloway	902
Fife	902
Grampian	1,046
Lothian and Borders	1,917
Northern	981
Strathclyde	4,375
Tayside	981
Total	12,086

While the required sample sizes were set at PFA level, due to variations in historic response rates and levels of ineligible addresses within PFAs and to allow for coordination with the sample selection of the SHS and SHeS, the sample design was implemented using local authorities as stratum. This was done by allocating the target PFA samples to local authorities proportionate to household population.

The number of addresses to be selected in order to provide the target number of interviews was calculated by:

1. Estimates for response rates for 2012/13 for each local authority were based on the average response rate from the 2008/09 and 2009/10 sweeps of the SCJS, with the conditions that for any local authority the response rate assumption is not below 60% or above 80% and the Scotland level is not below 69%.
2. Estimates for levels of ineligible addresses were calculated at local authority level and based on the average level of ineligible addresses from the Scottish Health Survey, Scottish Household Survey, Scottish Crime and Justice Survey, and Scottish House Condition Survey from 2007 to 2009/10.

Table 2.2 shows the number of selected addresses in each local authority.

Table 2.2: Local authority selected addresses
SCJS 2012/13

<i>Local authority</i>	Selected addresses
Aberdeen City	775
Aberdeenshire	657
Angus	408
Argyll and Bute	297
Clackmannanshire	237
Dumfries and Galloway	1,466
Dundee City	622
East Ayrshire	363
East Dunbartonshire	271
East Lothian	285
East Renfrewshire	223
Edinburgh City	1,871
Eilean Siar	181
Falkirk	696
Fife	1,275
Glasgow City	2,047
Highland	1,256
Inverclyde	286
Midlothian	238
Moray	243
North Ayrshire	445
North Lanarkshire	916
Orkney	101
Perth and Kinross	570
Renfrewshire	542
Scottish Borders	361
Shetland	112
South Ayrshire	380
South Lanarkshire	857
Stirling	412
West Dunbartonshire	265
West Lothian	523
Total	19,181

2.3 Sample Selection

The Royal Mail's small user Postcode Address File (PAF) was used as the sample frame for the address selection. The advantages of using the PAF are as follows:

- It has previously been used as the sample frame for Scottish Government surveys so previously recorded levels of ineligible addresses can be used to inform assumptions for 2012/13 sample design
- It has excellent coverage of addresses in Scotland
- The small user version excludes the majority of businesses

The PAF does still include a number of ineligible addresses, such as small businesses, second homes, holiday rental accommodation and vacant properties. A review of the previous performance of individual surveys found that they each recorded fairly consistent levels of ineligible address for each local authority. This meant that robust assumptions could be made for the expected levels of ineligible addresses in the sample size calculations.

As the samples for the SHS, SHeS and SCJS are all being selected by the Scottish Government from 2012 onwards, addresses selected for any of the surveys are removed from the sample frame so that they cannot be re-sampled for another survey. This will help to reduce respondent burden. The addresses are removed from the sample frame for a minimum of 4 years.

The sample design specified above was implemented using systematic random sampling to select the addresses from the sample frame. Within strata the addresses ordered by urban-rural classification, SIMD rank and postcode.

2.3.1 *Selecting households at addresses with multiple dwellings*

A small number of addresses have only one entry in the PAF but contain multiple dwelling units. Such addresses are identified in the PAF by the Multiple Occupancy Indicator (MOI). To ensure that households within MOI addresses had the same probability of selection as other households, the likelihood of selecting the addresses were increased in proportion to the MOI. For addresses which are flagged as having multiple dwellings in the PAF the dwelling to interview was randomly selected as part of the sample selection process. There are generally a few cases where the MOI on the PAF is inconsistent with the actual number of dwelling units. When this occurs the fieldworkers record the information and use an algorithm built into the CAPI questionnaire to select a dwelling unit for interview. To take into account the differential selection probability a correction is made in the survey weighting.

2.3.2 *Selecting individuals within households*

Only one adult was interviewed in each household. The majority of households contain more than one adult. Hence to avoid any bias in selection the respondent to be interviewed was determined by a random method. That random selection was implemented using an algorithm in the CAPI script. Name details for all adult household members aged 16 or over were collected by interviewers and one eligible adult was randomly selected as the respondent by the CAPI machine generating a random number corresponding to the adult to be interviewed.

Once a selection was made, no substitutions were permitted under any circumstances (for example, if the selected person completely refused to do the interview but another household member volunteered instead, the interviewer could not interview them and the address outcome was coded as a refusal and no interview was conducted at the address).¹⁷

2.3.3 Allocation of sample to different time periods

Targets for each assignment type were calculated by month as for the overall targets to allow for front-loading of original first-issue sample to yield similar numbers of interviews each month by assignment type.

The determination of the months used for the assignments in each LA was a complex procedure. The aim was to spread the assignments as far as possible across different months by assignment type and overall. The latter was for fieldwork practicality and efficiency. For example, it would not be practical from an interviewer workload perspective to have several assignments in an LA in one month and none for the next few months. The use of one assignment per month would allow interviewers to work consistently across the fieldwork period.

The procedure made use of the selection of random numbers to determine the selected months. For LAs with fewer than 12 assignments, n random (integer) numbers were selected in the range one to 12 (representing the 12 month fieldwork period), where n was the number of assignments in the LA. This ensured the spread across months. In LAs with more than 12 assignments, the first 12 were allocated one per month. The excesses over 12 were determined as for LAs with fewer than 12 assignments.

As the selections built up, the numbers allocated neared the target total values. When the target number of assignments had been reached for a month, no further selections for that month were made. This is a further “without replacement” restriction. As the process continued the possible allocations become more constrained as the total allocations approached the overall target.

Random numbers were selected and appended to each assignment within assignment type (urban or rural) in each LA. The assignments were then ordered by the values of those random numbers. The assignment with the lowest number was then allocated to the first month selected for that type for the LA. The assignment with the second lowest number was allocated to the second selected month and so on until every assignment was allocated to a month.

¹⁷ However, the address (and details of the respondent who had been selected) may have been reissued to another interviewer at a later date. The selected person remained selected at the reissue stage.

3 SURVEY RESPONSE

3.1 Introduction

This section presents the fieldwork outcomes for the sampled addresses. Survey response is an important indicator of survey quality as non-response can introduce bias into survey estimates. Standardised outcome codes (based on an updated version of those published in Lynn et al (2001)¹⁸) for survey fieldwork were applied across the SHS, SHeS and SCJS. This allows consistent reporting of fieldwork performance and effective comparison between the performance of the surveys.

3.2 Scotland level summary

The following table (3.1) shows a detailed breakdown of the SCJS response for all sampled addresses for Scotland. The addresses of unknown eligibility have been allocated as eligible and ineligible proportional to the levels of eligibility for the remainder of the sample. This approach provides a conservative estimate of the response rate as it estimates a high proportion of eligible cases amongst the unknown eligibility addresses.

¹⁸ Lynn, Peter, Beerten, Roeland, Laiho, Johanna and Martin, Jean (October 2001) 'Recommended Standard Final Outcome Categories and Standard Definitions of Response Rate for Social Surveys', Working Papers of the Institute for Social and Economic Research, paper 2001-23. Colchester: University of Essex.

Table 3.1: Fieldwork outcomes Scotland
SCJS 2012/13

<i>Fieldwork Outcome</i>	Sample	Percentage issued	Percentage eligible
Responding	12,048	62.8	67.7
Refused			
Office refusal	352	1.8	2.0
Sampling unit information refused	1,886	9.8	10.6
Refusal at introduction/ before interview	1,427	7.4	8.0
Broken appointment - no re-contact	481	2.5	2.7
Total refused	4,146	21.6	23.3
Non-contact			
No contact with anyone at the address	761	4.0	4.3
Contact made at address, but not with target respondent	15	0.1	0.1
Total non-contact	776	4.0	4.4
Other non-response			
Ill at home during field period	63	0.3	0.4
Away or in hospital throughout field period	277	1.4	1.6
Physically or mentally unable/incompetent	211	1.1	1.2
Language barrier	36	0.2	0.2
Lost interview	20	0.1	0.1
Other non-response (not covered by categories above)	94	0.5	0.5
Total other non-response	701	3.7	3.9
Unknown eligibility			
Not attempted	71	0.4	0.4
Inaccessible	45	0.2	0.3
Unable to locate address	19	0.1	0.1
Total unknown eligibility	135	0.7	0.8
Estimated eligible addresses in set of unknown eligibility addresses	125	0.7	0.7
Total eligible addresses	17,796	92.8	100
Not eligible			
Not yet built / under construction	21	0.1	
Demolished/derelict	88	0.5	
Vacant/empty	692	3.6	
Non-residential	210	1.1	
Address occupied but not resident household	295	1.5	
Communal establishment / institution	27	0.1	
Other ineligible	42	0.2	
Estimated ineligible addresses in set of unknown eligibility addresses	10	0.1	
Total not eligible	1,385	7.2	
All issued addresses	19,181	100	

The overall response rate for the SCJS in 2012/13 was 67.7%. This was a slight increase on the response rate of 67.2% from the 2010/11 survey. For all

selected addresses 7.2% were found to be ineligible for the survey, a decrease of 0.1% from the previous survey.

3.3 Police Force Area performance

Table 3.2 shows that the response rates for PFAs range from 63.7% (Tayside) to 84.0% (Central).

Table 3.2: Police Force Area outcomes

SCJS 2012/13

	Sampled addresses	Ineligible addresses		Responding	
		n	% of issued	n	% of eligible
Central	1,345	55	4.1	1,084	84.0
Dumfries and Galloway	1,466	139	9.5	922	69.5
Fife	1,275	83	6.5	879	73.7
Grampian	1,675	109	6.5	1,042	66.5
Lothian and Borders	3,278	221	6.7	1,979	64.7
Northern	1,650	204	12.3	971	67.1
Strathclyde	6,892	467	6.8	4,222	65.7
Tayside	1,600	110	6.9	949	63.7
Overall	19,181	1,387	7.2	12,048	67.7

3.4 Self-completion performance

The SCJS includes a self-completion questionnaire which covers topics of a sensitive nature. Respondents were given the opportunity to refuse to participate in the self-completion questionnaire section. This means that the response rate for the self-completion questionnaire lower than the overall survey. In 2012/13 the conversion rate from the main survey to self-completion was 85%. The following table shows the age breakdown for participation in the self-completion questionnaire.

Table 3.3: Proportion of respondents completing self-completion section by age

SCJS 2012/13

<i>% of survey responders participating in self-completion section</i>	Male	Female	Overall
16 to 19	93.5	92.9	93.2
20 to 24	85.3	87.6	86.6
25 to 29	87.6	85.9	86.6
30 to 34	87.5	87.3	87.4
35 to 39	87.5	87.3	87.4
40 to 44	84.2	86.1	85.3
45 to 49	83.9	89.5	87.1
50 to 54	86.4	89.7	88.2
55 to 59	90.1	86.5	88.1
60 to 64	81.6	87.4	84.8
65 to 69	86.6	87.8	87.2
70 to 74	83.7	82.4	83.0
75 to 79	81.1	74.9	77.5
80 to 84	78.0	69.8	72.8
85 plus	65.5	61.4	62.8
Overall	85.0	85.0	85.0

The table shows that there was no difference between men and women in conversion from main interview to self-completion. However, the proportion of those completing the self-completion section decreased significantly as the age group of the respondent increased, falling from 93.2% for 16 to 19 year old to 62.8% for those aged 85 or older.

4 SURVEY WEIGHTING

4.1 Introduction

This section presents information on the weighting procedures applied to the survey data. For the SCJS 2012/13 data the weighting was undertaken by the Scottish Government rather than the survey contractor (as had previously been the case), however the methodology applied was largely consistent with that from previous sweeps of the survey. The procedures for the implementation of the weighting methodology were developed by the Scottish Government working with the Methodology Advisory Service at the Office for National Statistics.

Weighting procedures for survey data are required to correct for unequal probabilities of selection and variations in response rates from different groups. The weighting procedures for the SCJS use calibration weighting to correct for non-response bias. Calibration weighting derives weights such that the weighted survey totals match known population totals. For the 2012/13 SCJS the population totals used were the National Records of Scotland's (NRS) "Mid-2011 Population Estimates Scotland" and for households the NRS "Estimates of Households and Dwellings in Scotland, 2011" and "Household Projections for Scotland, 2010-based" were used. To undertake the calibration weighting the ReGenesees Package for R was used and within this to execute the calibration a rim function was implemented.

The following units of analysis required weights:

- Household main section
- Individual main section
- Household self-completion
- Individual self-completion

Separate weights were required for the self-completion section since not all respondents to the main section completed the self-completion section. The weighting procedures for the self-completion weights were identical to those for the main section.

Details of appropriate application of the weights are presented in section 4.6.

4.2 Main household weight

4.2.1 *Dwelling unit selection weight*

As stated in section 2.3.1, the MOI for the PAF was used to ensure that if there were multiple dwelling units at a single address point then they would have the same selection probability as individual addresses. However, there were a small number of cases where the MOI was incorrect. The following correction was applied where this was the case:

$$\text{Dwelling selection weight} = \frac{\text{Recorded dwelling units at the address}}{\text{PAF MOI for the address}}$$

4.2.2 Household calibration

The calibration step corrected for unequal probabilities of selection across geographic areas and for response bias from different groups. The dwelling unit selection weight was applied to the data to act as entry weight for the calibration. The execution of the calibration step modified the entry weights so that the weighted household totals match the following estimates:

- Household type within PFA/CJAA
- Age of head of household within PFA/CJAA
- Urban/rural areas within LA

These variables were included as weighting targets as they were part of the SCJS weighting methodology previously implemented by TNS BMRB due to being related to levels of crime and victimisation.

National Records of Scotland publishes household projection tables which provide local authority level data for household type and age of the head of household.¹⁹ The following household types were used:

- One adult, no children
- One adult, one or more children
- Two or more adults, no children
- Two or more adults, one or more children

There were five groups for the age of the head of household:

- 16 to 29
- 30 to 44
- 45 to 59
- 60 to 74
- 75 and over

¹⁹ <http://www.gro-scotland.gov.uk/statistics/theme/households/projections/2010-based/tables.html>

The local authority totals were used to generate totals for 11 PFA/CJA. In Scotland there are eight PFAs and eight CJAs which were combined to create 11 mutually exclusive areas. The details of the composition of these areas is shown in [annex 4](#).

The Scottish Government's 6-fold Urban Rural Classification was used to assign addresses from the sample frame (the Royal Mail's Postcode Address File) to urban (categories 1 and 2) or rural (categories 3 to 6). The proportion of urban and rural addresses were then applied to NRS's Estimates of Households and Dwellings in Scotland 2011 at local authority level to estimate the total number of urban and rural households in each local authority.

The full tables of household calibration targets are shown in [Annex 11](#).

4.3 Main adult weight

4.3.1 Individual pre-weight

There are two elements to the individual pre-weight:

a) Adult selection weight

The probability that of an adult within a household being selected for the random adult interview was inversely proportional to the number of adults within a household – i.e. in a single adult household the only adult resident must be sampled but in a three adult household each adult only has a one in three chance of being selected. To correct for this unequal probability of selection an adult selection weight equal to the number of adults in the household was applied.

b) Household weight

Individuals' characteristics and their experiences of crime are related to the characteristics of the households in which they live. Therefore, the household weights are incorporated into the individual weights as pre-weights.

The final pre-weight is given by multiplying the adult selection weight and household weight together.

4.3.2 Individual calibration

The combined pre-weight was applied to the survey data for individuals. The execution of the calibration step then modified the pre-weights so that the weighted totals of individuals matched NRS "Mid-2011 Population Estimates Scotland" totals for five-year age bands and gender within each of the 11 PFA/CJAA areas. The individual weighting targets are shown in [Annex 12](#).

4.4 Self-Completion Weights

As stated in section 3.4, not all respondents that completed the main household and individual interview completed the self-completion section of the SCJS. Furthermore, Table 3.3 showed that the response rates to the self-completion section varied with respondent age, with a higher proportion of young people completing the section. Therefore a separate weight was required for analysis of the self-completion sections. For both the household and individual self-completion weights the methodology was exactly the same as for the main section, as specified in sections 4.2 and 4.3 above.

4.5 Victim form weight (incidence weight)

Most victim forms collect details of only a single occurrence of an incident. However, respondents can also experience series of incidents, where '*the same thing was done under the same circumstances and probably by the same people*'. In these cases, only one victim form is completed, collecting details of the *latest incident only*. The total number of incidents that occurred in the series in the reference period is recorded and this number, capped at five incidents, is used in the incidence statistics produced from the survey.

Weighted incident values were calculated for each victim form. The values are the products of the appropriate household or individual weight and the number of incidents (the incident count), capped at five, represented by that victim form.²⁰ This is common practice in other victimisation surveys such as the Crime Survey for England and Wales (CSEW) and National Crime Victimization Survey (NCVS) in the USA.

This weight should be applied when analysing incident details in the victim form file (VFF) data file – for example, when analysing who the offender(s) were for 'all SCJS crime' and any subgroups of 'all SCJS crime' so that data from series incidents are represented in the correct proportion of incidents overall.

Respondents could complete up to five victim forms. The incident count differed according to the characteristics of each victim form:

- Whether the incident detailed in the victim form was assigned an in-scope offence code (i.e. the incident was in Scotland, in the reference period and given one of the 33 offence codes included in the 'all SCJS crime' definition);
- Whether the victim form represented a single incident or a series of incidents;

²⁰ Therefore, a respondent can only have a maximum of 25 incidents included in the survey statistics (five victim forms, each recording up to five incidents in a series).

The following rules were applied:

1. Where the victim form was not assigned an in-scope offence code the household or individual weight was multiplied by zero;
2. Where the victim form was for a single incident the appropriate weight was multiplied by one;
3. Where the victim form represented a series of incidents, the appropriate weight was multiplied by the number of incidents represented, up to a maximum of five.²¹

In the cases where the multiplier was zero, the number of weighted incidents clearly also became zero, effectively removing those cases from weighted analysis of 'all SCJS crime'. This enabled estimates of the incidence of 'all SCJS crime', and of specific types of crimes within that, to be calculated.

The restriction to the first five incidents in a series is applied to ensure that survey estimates of incidence are not affected by a very small number of respondents reporting an extremely high number of incidents. The number of incidents reported without the cap can be highly variable between survey years and the inclusion of all of these incidents could undermine the ability to measure trends consistently (Smith and Hoare, 2009). On the other hand, the practice of capping series incidents has been shown to underestimate the incidence of survey crime (Farrell and Pease, 2007; Planty and Strom, 2007). The convention of capping does not affect estimates of the risk of victimisation.

In the SCJS 2012/13, 19% (433) of all victim forms assigned an in-scope offence code (2,293) were for series incidents, with 10% (43) of these recording a series of more than five similar incidents and three per cent (15) for a series of more than 10.

4.6 Summary of weights

The SCJS, like the Crime Survey for England and Wales (CSEW), technically consists of two highly related, but separate surveys; at various times in the survey the respondent provides information on behalf of the *household as a whole* and on behalf of themselves as an *individual*. In addition, the victim form (and associated data file) records incidents of victimisation.

There are three main units of analysis used on the SCJS:

1. Households;
2. Individuals;

²¹ The VFF SPSS variable providing the incident count (used to multiply the household or individual weights to produce the incident weight) is NUMINC. The uncapped NUMINC is the variable NSERIES.

3. Incidents of victimisation.

Different weights are used depending upon the unit of analysis (and what data file is being analysed):

1. **Household weights** were constructed for use with variables where the *household* is the main unit of analysis. Some crimes are considered household crimes (e.g. burglary, vandalism to household property, theft of and from a car – see section 9.2.1 for further information) and therefore the main unit of analysis is the household. Similarly, analysis for certain questions in the survey is also conducted at the household level (for example, accommodation type or household income). In these cases the household weight would apply. The household weight is present in the respondent file (RF) data file.
2. **Individual weights** were constructed for use with variables where the *individual* is the main unit of analysis. The individual weight would also be used when analysing personal feelings of safety when walking alone after dark in the local area and other questions where the respondent is asked for their personal opinion or information about themselves. Analysis of crimes which are considered personal crimes (assault, robbery, sexual offences etc. – see section 9.2.1) is undertaken using the individual weight. The individual weight is present in the RF data file.
3. **Incident weights** are used when analysing the characteristics of *incidents* of crime. The incident weight is only present in the victim form file (VFF) data file. The incident weight is based on the corresponding household and individual weight (depending on whether the crime is classed as a household or personal crime) and additionally incorporates an expansion factor reflecting whether incidents in the victim form reflect a single or a series incident (see section 5.3.2). The incident weights are used for all analysis conducted on the VFF data file if ‘all SCJS crime’ is being analysed or any of the published statistics are being analysed.

The questionnaire included a self-completion section (sections 5.7 and 7.7). However, not all respondents to the main part of the questionnaire completed the self-completion section (section 3.4). Therefore, an additional set of individual weights was necessary for use when analysing this sub-sample.²² The self-completion weights were calculated in a similar way to the main individual and household weights but were based only on respondents who had answered the self-completion section of the questionnaire.

²² When analysing the self-completion file (SCF) data file, only the individual weights are required as all of the variables relate to information about the respondent themselves and not any other member of their household

The variable names used for each weight and their descriptions are presented in section 4.6, and [Annex 13](#) provides details of which variables the household weights are used to analyse.

4.6.1 Weighting and expansion variables in SPSS data files

Table 4.1 lists the weighting variables which are contained in the SCJS 2012/13 SPSS data files.

There are two sets of weights – grossed weights and scaled weights. Grossed weights (Table 4.1) include an expansion factor so that data can be expressed as a proportion of the population of Scotland. When using the gross weight to analyse individual based data for a question asked of the entire sample, the weighted sample size would be 4,310,300 (the total number of adults in Scotland).

Table 4.1: Grossed weighting variables in the SCJS SPSS data files
SCJS 2012/13

Weighting variable	Data File ¹	Description
WGTGHHD	RF & VFF	Household weight
WGTGINDIV	RF & VFF	Individual weight
WGTGINC_SCJS	VFF	Gross incident weight for SCJS crimes
WGTGHHD_SC	SCF	Self-completion household weight
WGTGINDIV_SC	SCF	Self-completion individual weight

Notes: 1 Respondent file (RF), victim form file (VFF) and self-completion file (SCF) data files – see section 10.1 for details

Scaled weights (Table 4.2) do not include this expansion factor and can be used when undertaking advanced statistical analysis. When using the scaled weight to analyse individual based data for a question asked of the entire sample, the weighted sample size would be 12,045 (the total number of respondents interviewed). The scaled versions of the household and individual weights (including those in the self-completion file) are denoted by the addition of _SCALE at the end of the weighting variable names listed in Table 4.1). More information on scaled weights is provided in the SCJS 2008/09 User Guide (available from the survey website and UK Data Service).

Table 4.2: Scaled weighting variables in the SCJS SPSS data files
SCJS 2012/13

Weighting variable	Data File ¹	Description
WGTGHHD_SCALE	RF & VFF	Scaled household weight
WGTGINDIV_SCALE	RF & VFF	Scaled individual weight
WGTGHHD_SC_SCALE	SCF	Scaled self-completion household weight
WGTGINDIV_SC_SCALE	SCF	Scaled self-completion individual weight

When analysing the respondent file (RF) individual weights should be used as respondents provide details of their own circumstances, experiences, attitudes and opinions. In a small number of cases, respondents are asked to

provide information on behalf of the entire household (for example, the way in which the household occupies the accommodation, whether anyone in the household has owned or had regular use of a car, whether there is anyone in the household who requires care etc). These questions / variables are listed in [Annex 13](#) and the household weight should be used when conducting analysis of these questions / variables.

In addition, when analysing incidence and prevalence variables for household crimes or crime groups (section 9.2.1) in the RF data file the household weight should be used. A list of household crimes is provided in [Annex 13](#). Users should note that, following conventions used on the CSEW, where crime groups containing both household and personal crimes, the individual weights are used in the calculation of published incidence and prevalence rates.²³

4.6.2 Calculating rates per 10,000 statistics

Past surveys have included weights that incorporate a calculation to display incidence statistics as rates per 10,000 households or individuals (and rates per 10,000 are presented in the Main Findings report). These are not included in the SCJS data files. They can be created by users if necessary by using the following syntax which simply divides the gross weights by the total population (household or individual) divided by 10,000:

```
compute WGTGINDIVRATE=WGTGINDIV/(4,310,300/10,000).
```

```
compute WGTGHDRATE=WGTGHHD/(2,357,400/10,000).
```

²³ For example, property crime includes a mixture of crimes committed against households and individuals, and therefore, for example, prevalence data for property crime in the 2012/13 SCJS Main Findings report is quoted as the percentage of adults experiencing at least one property crime.

5 QUESTIONNAIRE CONTENT

5.1 Structure and coverage of the questionnaire

The SCJS questionnaire has a complex structure, but basically consists of three elements:

- The **main questionnaire** consists of a set of core modules asked of the whole sample, including demographics; and a set of **full and quarter-sample modules**, containing questions on a variety of topics;
- A **victim form** which collects details about the incidents a respondent may have experienced during the reference period (the 12 months prior to interview). This victim form can be repeated up to five times; the number of victim forms completed depends on the number and nature of incidents a respondent has experienced;
- A **self-completion questionnaire** covering sensitive issues. All respondents were asked to complete a self-completion questionnaire, but had the option to refuse this.

Each of these three elements contains various sections (for example, the self-completion questionnaire contains four sections covering risk factors, illicit drug use, stalking and harassment and partner abuse, and sexual victimisation). Within most sections there is a degree of filtering of the questions so that some are only asked of sub-samples of respondents (for example, those who have had contact with the police in the last 12 months). It is therefore recommended that data users read the following section on the questionnaire carefully before starting analysis. The specific questions being analysed should also be referred to in the actual questionnaire itself to ensure that users are fully aware of how the question has been asked and of whom. Copies of the questionnaires for all sweeps of the SCJS are available from the survey website and the UK Data Service.

The SCJS 2012/13 overall questionnaire consisted of three questionnaires (the main, victim form and self-completion questionnaires). Treated as a single questionnaire the SCJS 2012/13 had a total of ten distinct sections which flowed in the following order:

Main questionnaire (12,045 respondents)

- *Section 1*: Perceptions of crime
- *Section 2*: Victim form screener

Victim form (*Section 3*) (completed by 2,317 respondents). Repeated up to five times, triggered by information collected in the victim form screener section)

- Incident dates

- Incident details
- Experience of criminal justice system organisations and related issues (emotions, victim's use of force / drugs / alcohol, police contact, information and assistance, and attitudes towards offender prosecution and sentencing)
- Incident summary

Full sample module (*Section 4*) (12,045 respondents)

- Justice system (including the system overall, confidence in the Police and questions about the courts system);
- Police (visibility, attitudes towards and police contact) (previously in module B)
- Convicted of a crime

Quarter-sample modules (*Section 5*) (c. 3,000 respondents each module)

Module A

- Local community (previously in the full sample module)
- Perceptions of crime

Module B

- Sentencing (including community sentencing – previously in the full sample module – prisons and Community Payback Orders)

Module C and D²⁴

- Civil law
- Harassment

Main questionnaire continued (12,045 respondents)

- *Section 6*: Demographics (household composition / details, tenure and accommodation type, marital status, work status and employment details, qualifications, health status and caring, identity and household income).

Self-completion questionnaire (completed by 10,235 respondents)²⁵

²⁴ Modules C and D were exactly the same. The sample size combined was therefore c.6,000.

- *Section 7*: Risk factors (home unoccupied, going out, alcohol)
- *Section 8*: Illicit drug use
- *Section 9*: Stalking and harassment and partner abuse
- *Section 10*: Sexual victimisation

Before the main questionnaire starts, a series of screener questions are asked which allow the CAPI software to make a random selection of a household member (aged 16 or over) for interview (see section 2.3.2). Parental permission is also asked if the selected household member is aged 16 or 17.

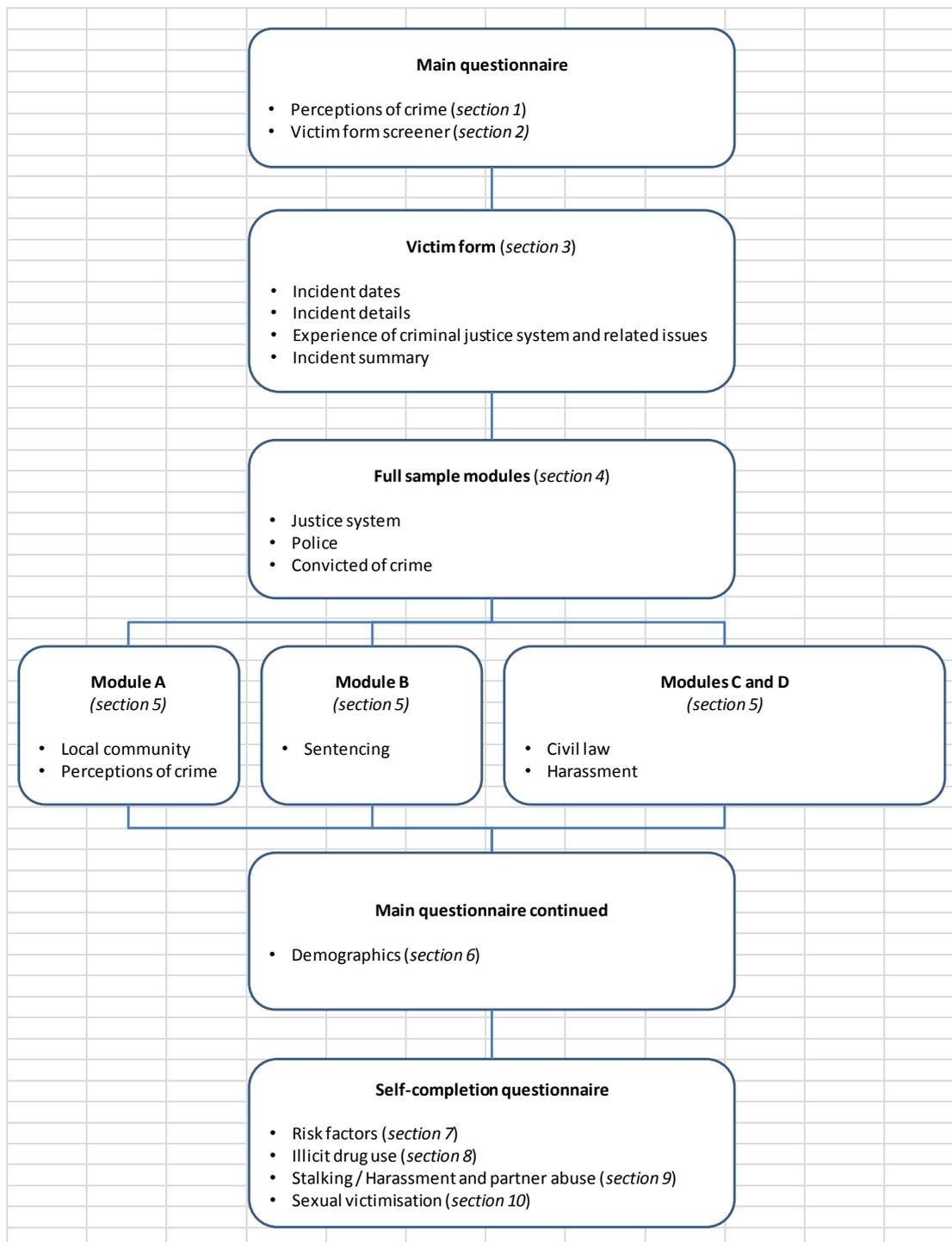
The basic structure of the questionnaire is shown in

²⁵ Respondents were given the option to refuse the self-completion questionnaire so not all 12,045 respondents to the main survey completed it (section 3.4)

Figure 5.1 below. The complete questionnaire can be found on the survey website as a separate document.²⁶

²⁶ <http://www.scotland.gov.uk/SCJS>

Figure 5.1: Questionnaire structure / sections
SCJS 2012/13



5.1.1 Changes to the questionnaire from 2010/11

An extensive review of the questionnaire was undertaken for the 2012/13 survey by Scottish Government, including introducing a set of core and harmonised questions across all three of the large scale population surveys in Scotland.

Further details of the changes in the content of the questionnaire are in a separate report available from the SCJS website.

5.1.2 Questionnaire piloting

Two types of piloting were undertaken: cognitive testing and placing questions on the TNS BMRB Scottish Opinion Survey (SOS).

Cognitive testing uses probing techniques to try and understand the thought processes that a respondent uses in answering a survey question. It is designed to see whether the respondent understands the question, or specific words and phrases contained within the question; what sort of information the respondent needs to retrieve in order to answer the question; and what decision processes the respondent uses in coming to an answer.

Cognitive testing was undertaken for several sets of questions:

- Statements on the role of sentencing (removed after testing)
- Statements about community sentencing (new statements at QDISATT, Module B, section 5.3.1)
- Satisfaction with Scottish court system (removed after testing)
- Community efficacy (QCPROB, Module A, section 5.1)
- Worry about harassment (QHWORR, Module C&D, section 5.5.4)

22 questions / statements were tested in total.

The process of cognitive interviewing is similar to conducting a semi-structured, depth interview, and employs both qualitative and quantitative interviewing techniques. The interview involved:

- Selected questions asked of respondents, replicating conditions of the actual interview as far as possible (e.g. asking some questions that did not need testing but set the context of those that did);
- Respondents verbalising their thoughts (thinking-aloud) while answering questions;
- Researchers using different probes and prompts to encourage provision of more in depth / different information.

Research staff from TNS BMRB conducted 16 interviews with members of the general public in central Edinburgh February 2012. Members of the public were selected on the basis of quotas by age, gender and social grade. The purpose of this selection was to achieve a breadth of respondents' views from across the range of different types of individuals that would be interviewed in the actual survey. Respondents were provided with a £10 incentive for providing between 20 and 30 minutes of their time.

The results were presented to the Scottish Government in a summary report containing a series of recommendations relating to the tested questions.

Two sets of questions on Community Payback Orders (QPBACK and QPBACKAW, Module B, section 5.3.3) and harassment (QAINSUL, QAINSNO, QATHME2 and QHDISCRIM1, Module B, section 5.5.2 and 5.5.3) were asked on the TNS BMRB Scottish Opinion Survey to estimate the number of people who would be answering some of the follow-up questions which followed the initial 'ask all' questions to assess the likely analytical utility of these questions (if penetration was very low then the base sizes for such follow-up questions would be small, limiting the amount of analysis which could be conducted). The SOS is an 'omnibus' survey which asks questions of a representative sample of 1,000 adults aged 16 or over in Scotland.²⁷

5.2 Main questionnaire content

The structure and content of the SCJS questionnaire is explored below, providing users with a fairly comprehensive overview of the questionnaire contents in the order it is asked to respondents (however, as noted above, data users should also refer to the full questionnaire before conducting analysis).

5.2.1 *Perceptions of crime (section 1)*

The survey begins with questions about the local area, including perceptions of how much the crime rate has changed locally and in Scotland overall, and how safe the respondent feels, either at home or going out alone after dark. The next questions ask respondents how worried they are that specific crimes will happen to them, if their worry about crime prevents them from doing things they want to, and their views on how likely they are to be a victim of these crimes. The majority of this section of the questionnaire is asked of all respondents.

5.2.2 *Victim form screener (section 2)*

Respondents are asked whether they have experienced certain incidents since the beginning of the reference period (section 7.1). These questions are used to trigger the victim form questionnaire.

These screener questions are separated into three broad groups:

- **Vehicle related incidents**, including theft of vehicle, theft from vehicle, damage to vehicle and bicycle theft;

²⁷ For further details of the SOS see:

http://www.tnsglobal.com/sites/default/files/whitepaper/TNSOmnibus_SOS_2014Feb03.pdf

- **Household property incidents**, including whether the home or outbuildings were broken into and things stolen or damaged, or an attempt was made to do so, or whether any property outside of the home was stolen or damaged;
- **Personal incidents**, including whether any personal property was stolen, or an attempt was made to do so, whether any personal property was damaged, and whether the respondent had been a victim of force or violence (including from another household member) or threats.

All respondents are asked a maximum of 19 victim form screener questions.²⁸ The wording of the screener questions has been kept consistent with past Scottish crime surveys. They are designed to ensure that all incidents within the scope of the SCJS, including relatively minor ones, are mentioned. The screener questions deliberately avoid using terms such as burglary, robbery, or assault, all of which have a precise definition that respondents would not be expected to know. This is consistent with the design of the Crime Survey for England and Wales (CSEW – formerly the BCS) questionnaire.

The focus of the victim form screener questions switches between incidents experienced by the household and those experienced by the individual respondent:

- All vehicle and household property incidents are classified in the questionnaire as **household incidents**. Respondents are asked about whether anyone currently residing in the household has experienced any incidents within the reference period. A typical example of a household incident is criminal damage to a car (owned or used by someone in the household). It is assumed that the respondent will be able to recall these incidents and provide information even in cases where they were not present when the incident happened because it involves household property;
- **Personal incidents** refer to all crimes against the individual and are only asked about incidents that have happened to the respondent personally (for example a personal assault), and not to any other people in the household.²⁹

²⁸ Questions relating to vehicle incidents are only asked if the household has had use of the relevant vehicle in the reference period, and the question relating to violence from another household member is only asked if there has been more than one adult (aged 16 or over) resident in the household within the reference period.

²⁹ To illustrate, if the respondent and another household member were the victims of a combined assault from an offender in the same incident, the details of what happened to the other household member would not be recorded (for example they may have been injured in the assault while the respondent was not). The offence would be coded according to the crime experienced by the respondent (which may not be the same as the experience of the other household member).

The distinction between household and personal incidents also affects how the data is analysed (section 9.2).

The questions are also designed in a way that avoids the respondent mentioning the same incident more than once (though this does happen in a small number of cases and hence duplicate victim forms can occur – section 9.1.4).³⁰

At the end of the victim form screener questions, the interviewer is shown a list of all incidents recorded. The interviewer checks this list with the respondent to ensure that all incidents they / their household have experienced in the reference period have been recorded and nothing has been counted twice. If this is not the case, the information is corrected before proceeding. Responses to the screener questions then trigger the victim form questionnaire if a respondent has experienced at least one incident, unless the incidents relate to card fraud or identity theft.

5.3 Victim form questionnaire structure

Up to five incidents identified by the victim form screener questions (with the exception of card and identity fraud) are followed through in much more detail in the victim form questionnaire. The victim form questionnaire is designed to elicit all of the relevant details of an incident, irrespective of what incident the victim form was triggered by.³¹ This then allows the coders to assign the correct offence code to the incident, regardless of what type of incident in the screener section triggered the victim form (see section 8.1 for details of the offence coding process).

Respondents are asked to report all incidents that they / their household experienced in the reference period. However, regardless of the number of incidents the respondent reports, the survey only collects detailed information on up to five of these. Incidents are covered in a specific priority order as explained below. This priority order is consistent with previous surveys and the CSEW.

5.3.1 Identification and ordering of incidents for victim forms

Where a respondent had experienced more than one incident in the reference period, the CAPI programme automatically determines which of the incidents are followed up with a detailed victim form questionnaire, and the order in

³⁰ It is possible that two or more types of incident may occur at the same time (i.e. actually be the same incident), for example, an incident of where something is taken from a victim may also involve the offender using force or violence against the victim. All screener questions are therefore prefaced with “*Apart from anything you have already mentioned*” to avoid duplication as far as possible.

³¹ For example, if a respondent has answered yes in the screener section to having experienced an incident where something they were carrying was stolen and as part of that same incident they were also deliberately hit by the offender, then the victim form would collect detail about the theft and assault.

which the incidents are asked about. Neither the interviewer nor the respondent have any choice about which incidents are followed up with the victim form questionnaire (with the exception of incidents of violence from a household member)³² or which order they are asked in. The priority ordering used by the computer is as follows:

1. **According to incident type:** Victim forms are asked in reverse order to the victim form screener questions. Broadly speaking this means that all personal incidents are asked before household incidents. Within household incidents, property-related incidents are asked before vehicle-related incidents.
2. **Chronologically within each type of crime:** If a respondent reports more than one incident of the same type, victim forms are asked in chronological order with the most recent incident first.³³

If a respondent has experienced five or fewer incidents identified at the victim form screener section, then a victim form questionnaire is asked for all incidents (with the order based on the priority ordering above). If the respondent has experienced more than five incidents in the reference period, only five victim forms are asked (with the incidents and order based on the priority ordering above). As a result the survey does not collect details about all incidents which a respondent experienced in these cases.

The priority ordering means that the incidents which are not asked about are likely to be incidents that tend to be more common. For example, criminal damage to vehicles is the lowest priority in the victim form order, but one of the most common crimes (motor vehicle vandalism had the highest prevalence of all the groupings of crime used in the SCJS 2012/13 Main Findings Report – Table A1.3).

Section 7.2 provides information on the numbers of victim forms that were completed by respondents.

5.3.2 *Series of incidents*

The victim form screener section also determines how many times the respondent has experienced a particular incident within the reference period. Most victim forms represent a single incident. However, in a minority of cases a respondent may have experienced the same type of incident (i.e. one of

³² In the case of the incidents of violence from another household member, the interviewer has an option to skip the victim form if there is another person present in the room. This is to prevent forcing the respondent to divulge personal and sensitive information which may embarrass or endanger them in front of someone else. In the 2012/13 survey there were four cases of a victim form being skipped for this reason.

³³ Chronological ordering is only used where respondents have experienced more than one of the same type of incident and it is applied only after the incident type ordering has been applied.

those asked about in the victim form screener) a number of times in succession. If more than one incident is reported, the respondent is asked whether these incidents represented a 'series' or not. A series is defined as:

“the same thing, done under the same circumstances and probably by the same people”.

In common with the CSEW, if a respondent regularly experiences incidents where the same thing is done under the same circumstances by the same type of people, this is recorded as a series of incidents (or series incident) rather than separate incidents.³⁴ This most usually happens in a work situation, where groups such as patients or the general public might be involved.

Where a series of incidents is identified, only a single victim form is completed for the series, and this relates to the most recent occurrence.

In common with other victimisation surveys such as the CSEW, only asking about the most recent incident where a series of similar incidents has occurred yields three practical advantages:

1. Many (although not all) incidents classified as a series tend to be minor incidents (e.g. vandalism). Only asking about the most recent incident avoids asking a respondent the victim form questionnaire several times over when the detail of the incidents recorded will be very similar, therefore decreasing the likelihood that the respondent will terminate the interview or refuse to answer repetitive detailed questions about what can be very similar incidents;
2. It avoids using up the limit of five victim forms on incidents which tend to be less serious;
3. Respondent re-call of the incident details is likely to be more accurate for more recent incidents, and less so with earlier incidents.

In 2012/13 80% (2,713) of all victim forms (3,410) related to single incidents and 20% (697) related to a series of incidents.³⁵

In rare cases where respondents have experienced a mixture of single incidents and a series of incidents of the same type, the interview program has a complex routine which handles the sequence of individual and series

³⁴ To illustrate, a care worker who was regularly threatened and verbally abused by patients as part of their job, would count these as a series incident. If, however, they were also physically attacked, then this would count as a separate incident (as the incident is of a different type to the cases of threats and verbal abuse).

³⁵ These are unweighted figures and include all victim forms, including those which are assigned an out-of-scope offence code. Data is based in the variable PINCI in the VFF data file.

incidents. This allows the priority ordering of the victim forms to be allocated, based on the date of the incidents with the most recent first.

5.4 Victim form questionnaire contents (section 3)

The victim form contains two basic sections; the first relates to the details of the incident itself (including details of the offender(s) if known), and the second relates to the follow-up of the incident with regard to victim's experience of the criminal justice system and related issues.

5.4.1 Incident dates

Once a victim form is triggered, before any of the detailed questions about the incident or the respondent's experience of the criminal justice system are asked, the date of the incident within the reference period is confirmed. For individual incidents, the respondent is asked to provide the month the incident happened in (MTHINC2). If they are unsure of the exact month, they are asked to provide the quarter in which the incident occurred (e.g. between nine and 12 months prior to the month of interview) (QTRINCID), or, if they are unsure, then to confirm if the incident happened in the 12 month reference period (YRINCIB) (section 7.1).

In the CAPI questionnaire, reference dates (months, quarters and the start of the reference period) are automatically calculated based on the date of interview and appropriate text substitution is used to ensure that the questions always refer to the correct reference period (section 7.3.2). Because the 12 month reference period changes throughout the fieldwork year, many date-related questions in the victim form have different text each month to reflect this changing reference period.

In some cases, respondents may report an incident in the victim form screener section as having happened within the reference period, which later turns out to be before the start of the reference period (and therefore outside the survey's coverage). In such cases, after this has been confirmed, the victim form is terminated and the questionnaire moves on to the next victim form (or the next section of the main questionnaire if the respondent has not experienced any further incidents). The victim form would be assigned the non-valid offence code 95 (section 9.1). If the incident is in the month of interview, then details are collected (and an offence code assigned as normal), but the incident is not included in the survey statistics as it is outside the reference period (section 7.1).

For incidents that were part of a series, respondents are asked how many incidents occurred in each quarter of the reference period (DATESER and NQUART questions) and the month in which the most recent incident

occurred (MTHRECIN).³⁶ If the most recent incident in the series occurred in the month of interview the victim form is still completed, but the number of incidents in the series is adjusted accordingly to only include those that happened in the reference period (section 7.1.1).³⁷ If there are no incidents in the reference period or the month of interview then the victim form is terminated in the same way as for single incidents (and would also be assigned the non-valid offence code 95).

5.4.2 Incident details

The victim form is key to estimating victimisation in Scotland and collects two vital pieces of information about incidents to allow offence coding:

1. The respondent's description of the incident;
2. Important details of the incident via a series of detailed questions on various elements of the incident.

These are explored in turn below. Key questionnaire variables are provided in capitals in brackets.

1. The respondent's description of the incident.

At the start of the victim form respondents are asked to describe the details of the incident, with the interviewer probing for where it happened, who the victim was, who the perpetrator was and what they did (DESCRINC). The interviewer then summarises these in an open-ended text entry. This summary description is vital to the accurate offence coding of incidents when used in combination with the series of pre-coded questions which ask about the important details of the incident (see section 8.1 for further detail of the offence coding process).

2. Important details of the incident.

Examples of the sort of information collected include when and where the incident took place; whether anything was stolen or damaged and if so, what; whether force or violence was used and if so, the nature of the force used and any injuries sustained.

As well as details of the incident (along with experience of the criminal justice system and related issues – described below), respondents are also questioned about the characteristics of the offender(s),

³⁶ In the same manner as single incidents are treated, if the respondent cannot remember the exact month of the latest incident then they are asked what the corresponding quarter was (QTTRECIN) or to confirm that the incident happened within the reference period (YRINC).

³⁷ Variables NSERIES and NUMINC in the VFF data file show the number of incidents in the series, uncapped and capped respectively (section 4.5).

The SCJS only records details of incidents which happen within Scotland (QSCO). For an incident occurring on-line to be included (QWHERE), the respondent must have been living in Scotland at the time of the incident. If an incident occurred outside of Scotland then the victim form questionnaire terminates and the questionnaire moves on to the next victim form (or the start of the next section of the main questionnaire if the respondent has not experienced any further incidents). The victim form would be assigned the non-valid offence code 98 (section 9.1). The key questions within the victim form have remained largely unchanged from previous versions of the survey.

The victim form also contains a number of questions which are designed to help explain inconsistent answers which may arise within the questionnaire (for example, if a victim form was triggered because of an incident of theft in the victim form screener questions but nothing is recorded as having been stolen).

Several questions are included to allow the interviewer to terminate the victim form if the incident being recorded is a duplicate of a previous victim form (section 9.1.4).

5.4.3 *Victim's experience of the criminal justice system and related issues*

Several sections follow the questions on the details of the incident on various subjects related to the victim's experience of the criminal justice system and related issues:³⁸

- **Emotions felt as a result of the incident** (section 3.3.1)
- **Victim: use of force / alcohol / drugs** (section 3.3.2): whether the victim used force against the offender/s, and had taken any drugs / alcohol before the incident;
- **Police contact** (section 3.3.3): how the police came to know about the incident, if not then why not, why the incident was reported and how, how satisfied victims were with police handling of the incident, and whether the police found out who the offender/s were and whether they went to court;
- **Information and assistance relating to the investigation** (section 3.3.4): this section was only asked where the police came to know about the incident, and included questions on from whom (including the police, Victim Support Scotland / the Witness Service and the Crown Office and Procurator Fiscal Service [COPFS]), what information / assistance was received and what information / assistance victims would liked to have received;

³⁸ General questions on the criminal justice system are also asked of all respondents in the Scottish criminal justice system full sample module (Section 5.5.1).

- **Attitudes to offender prosecution and sentencing:** whether the offender(s) should have been prosecuted in court, and if not, reasons why not, and what alternate punishment should be used as an alternative to prosecution in court. Where the offender/s should have gone to court, whether they should have received a prison sentence and how long this should be, what type of non-prison sentence they should have received, perception of the incident as a crime or not, and how serious the incident was on a scale of one to 20.

5.4.4 Incident summary

At the end of each victim form, the open-ended description is re-capped, along with the answers to some of the key pre-coded questions (INCSUM). By presenting this information on a single screen, interviewers have the chance to confirm with respondents that the information is correct and consistent. If the respondent and / or interviewer wish to add or clarify any information they have the opportunity to do so at this stage (QEND).

5.5 Full sample modules (section 4) (main questionnaire content continued)

After the victim form screener (or victim form, where the respondent has experienced an incident in the 12 month reference period) has been completed, the main questionnaire continues with three full-sample module sections (justice system, police and convicted of crime).

5.5.1 Justice system (section 4.1))

The criminal justice system in Scotland is defined to respondents as:

“the shared name for all the organisations in Scotland that deal with finding offenders and arresting them, then taking them through the court system and deciding what sentence they are given if they are found guilty”.

Questions are asked of respondents' level of awareness of the system as a whole and confidence in it via a series of statements about it.³⁹ Respondents are then asked specifically about the police in their local area in relation to confidence in a series of statements relating to the role of the police and an overall assessment of the ability of the police in the local area. Finally, respondents are asked about contact with the courts system in the past three years. All respondents are asked the questions in this section.

³⁹ The questions in this section are asked of the all respondents, irrespective of whether they have completed any victim forms.

5.5.2 *Police* (section 4.2)

The section begins by screening out respondents who are serving police officers or where a household member is. Questions about police visibility in the local area, including how important it is that there are local police officers who know and patrol the local area, whether this is the case and by what means (foot, bicycle or car), how frequently patrols by foot or bicycle are seen, and opinions on police presence and why these are held. Respondents are then asked about their level of agreement / disagreement with a series of statements about the police in their local area (for example, ‘they can be relied on to be there when you need them’). Finally a series of questions are asked about contact with the police in the 12 month reference period (excluding social contact). If respondents have had contact, then they are asked, for the last incident only, what contact it was, how much interest the police showed, how polite they were, how fairly they treated the respondent, how satisfied the respondent was with the contact, and whether it changed their opinion of the police. Respondents are then asked whether they have had any other contact in the last 12 months, and by what means (though no follow-up questions are asked about these contacts).

5.5.3 *Convicted of crime* (section 4.3)

Respondents are asked if they have ever been convicted of a crime and what sentence they have experienced as a result.

5.6 Quarter-sample modules (A-D) (section 5)

Addresses are randomly allocated to one of four modules at the sampling stage. Allocations are equal so that one quarter of addresses are allocated to each module. In the final achieved sample this percentage varies slightly due to small differences in response rates between modules (see Table 5.1).

Table 5.1: Quarter-sample module sample sizes

SCJS 2012/13

<i>Module</i>	Sample size	
	(n)	Sample (%)
A	3,017	25.0
B	3,011	25.0
C	3,010	25.0
D	3,007	25.0

Base: All respondents (12,045)

Variable name: QMODULE

5.6.1 *Module A: local community* (section 5.1)

This section asks respondents to imagine a scenario in which a group of young boys are damaging a bus shelter in the respondent’s local area. They are then asked how likely it is that they themselves would take a series of

actions (for example, speaking to the boy's parents). They are then presented with another scenario where they witness a man being pushed to the ground and his wallet stolen, and asked a series of three questions on how willing they would be to call the police, identify the offender and go to court to provide evidence. Respondents are then read a list of statements about people in their local area and asked how far they agree or disagree with each statement (for example, 'people in this local area pull together to prevent crime'), before being asked how many people they know in the local area. Finally, they are asked how two problems might be dealt with by local agencies or residents in the area (broken glass and graffiti).

5.6.2 Module A: perception of crime (section 5.2)

This short section includes questions about how common respondents think various crimes are in their local area (that is within a 15 minute walk of the respondent's home) and what measures they have had in place in the last year to reduce the risk that they will become a victim of crime (selecting from a list).

5.6.3 Module B: sentencing (section 5.3)

Respondents are asked questions about community sentencing, prison sentences and Community Payback Orders (CPOs). Respondents are asked whether they agree or disagree with a series of statements about community sentences and how confident they are about a series of statements regarding prisons. A description of CPOs is read to respondents and they are asked if they have heard of them, aware of them being used in their area, and, if so, how they became aware.

5.6.4 Module C & D: civil law (section 5.4)

This section relates to problems and disputes that the respondent may have experienced in their everyday life in the last three years that can be settled in court.⁴⁰ The section is carefully introduced to the respondent due to both the extension in the re-call period and the shift towards incidents which relate to civil law rather than criminal law:

"I am now going to ask you some questions about different kinds of problems or disputes you might have had in the past three years. These are problems that are not directly related to crime but to other issues you might have to deal with in your everyday life. Of course, everyone has problems in their lives from time to time

⁴⁰ The date of the start of the three year period is confirmed to the respondent by an automated calculation in the CAPI software. As with the reference period used in victim forms, the date changes every month.

which they deal with. We are particularly interested in problems or disputes you had that you found difficult to deal with or that you could not solve easily.”

Civil law issues are grouped into four specific types:

1. Those concerning **home, family or living arrangements** (neighbours, family, housing and immigration);
2. Those concerning **health and well-being** (injury because of an accident or medical negligence and mental health issues);
3. Those concerning **money, finances or any purchased good or service** (debt, benefits and faulty goods and services);
4. Those concerning **unfair treatment** (discrimination, unfair treatment by the police and employment related issues).

Respondents are then asked which is the most important (if they have had more than one). For the most important or only problem respondents are asked how long ago it began, the current situation with the problem, and then a series of follow-up questions depending on the status of the problem. All respondent are asked whether they used or plan to use information, advice or help from a Citizen’s Advise Bureau (CAB) or solicitor / lawyer and follow-up questions according to whether they did or not, as well as questions about other sources of help of advice.

5.6.5 Module C & D: harassment

This section, based on a module from the 2008/09 survey, asks respondents if they have been insulted, pestered or intimidated in any way by anybody who is not a member of their household, either in person or by some other means (such as in writing or through electronic communications) in the 12 month reference period, and if so, how many times. They are asked by what means they were harassed, what it involved, where the incidents happened and what might have motivated the incident (in terms of ethnicity, religion, sectarianism, gender, age, disability, sexual orientation or religion). For the latest incident only they are asked how many people did it, whether they knew them or not, and how well, and whether, at the time of the incident, they themselves were alone or in a group. Finally, all respondents are asked how much they worry about harassment on the basis of the characteristics noted as possible motivators above.

5.6.6 *Demographics section (section 6)*

A variety of demographic information is collected from all respondents (many using Scottish Government's core and harmonised questions),⁴¹ including:

- Household composition age, gender and relationship of each person in the household (termed the 'household grid') as well as whether the respondent is living with a couple with someone in the household and marital status;
- Tenure and accommodation / property type;
- Questions to allow the derivation of employment status, including questions to allow Office for National Statistics Socio-Economic Classification (NS-SEC) coding,⁴² and qualifications;
- Health status (including mental health) and questions on who provides care in the household;
- Questions on identity, including country of birth, ethnicity, religion and sexual orientation;
- Household income and ability to afford an unexpected expense.

As part of this section, the household reference person (HRP) is established.⁴³ This standard classification is used on most government surveys and is based on the following criteria:

- The HRP is the member of the household in whose name the accommodation is owned or rented, or is otherwise responsible for the accommodation. In households with a sole householder, that person is the HRP.
- In households with joint householders (for example, two people's name on the mortgage) the person with the highest income is taken as the HRP.
- If both householders have exactly the same income, the older is taken as the HRP.

⁴¹ Information on harmonised questions can be found on the Scottish Government website: <http://www.scotland.gov.uk/Topics/Statistics/About/SurveyHarm>

⁴² These questions are asked about the respondent only, regardless of whether that person is the household reference person (HRP) or not. This means that the NS-SEC coding refers to the respondent only and not to the HRP.

⁴³ Variable WHRP in the respondent file SPSS data file records which member of the household is the HRP.

At the end of this section respondents are asked whether they are willing to provide their contact details and survey answers to the Scottish Government or research organisations who are acting on their behalf for the purpose of further research.

5.7 Self-completion questionnaire content

The self-completion questionnaire is asked of all members of the sample after the demographics section of the main questionnaire has been completed – there are no upper age restrictions.⁴⁴ Respondents could, however, refuse to answer the self-completion questionnaire.⁴⁵ 85% of respondents to the main survey completed the self-completion questionnaire (section 3.4).

The self-completion questionnaire covers the following topics:

- Risk factors
- Illicit drug use and availability;
- Stalking and harassment and partner abuse (including both psychological and physical abuse by a partner);
- Sexual victimisation.

Details of stalking and harassment, partner abuse or sexual victimisation incidents recorded in the self-completion questionnaire are not included in the statistics ‘all SCJS crime’ (see section 9.1.5 for details) unless the incident is also mentioned by respondents in the victim form and assigned an offence code in the normal way. Incidents reported only in the self-completion questionnaire could not be assigned offence codes in the same way as those collected in the victim form as only a limited number of follow-up questions were asked about incidents (reflecting an ethical decision based on potential respondent distress at having to disclose detailed information on very sensitive incidents).

Section 7.7 provides further information on the administration of the self-completion questionnaire.

5.7.1 Risk factors (section 7)

At the start of the self-completion respondents are asked four questions about their day-to-day behaviour which might influence their experience of crime,

⁴⁴ This is in contrast to the CSEW where the self-completion questionnaire, containing similar topics, is only asked of those aged less than 60. The SCVS 2006 self-completion questionnaire was also only asked of those aged 16 – 59. The decision was taken for the SCJS to include those aged 60 and over on equalities grounds.

⁴⁵ Respondents could, of course, refuse to answer any of the individual questions in the survey.

including how long their home is left unoccupied on an average weekday, how often they visit pubs, bars or nightclubs in the evenings, how frequently they drink alcohol and how often they have felt very drunk.

5.7.2 Illicit drug use (section 8)

Respondents are asked whether they have ever used 17 illicit drugs or groups of illicit drugs.

While under-reporting of illicit behaviour by respondents is by far the main concern on a survey such as this, it is also recognised that some people may report taking particular drugs when they have not actually done so for reasons of bravado or other reasons. Respondents are therefore asked if they have ever taken 'semeron', a fictitious drug. Respondents who have said that have taken semeron are then excluded from the final data outputs and reporting for the drugs section of the questionnaire.⁴⁶ There were 11 cases of respondents reporting that they had ever taken semeron.

Those respondents who have taken drugs in the past are then asked if they have taken them in the last 12 months and, for those who have, whether they have taken them in the last month.

A series of follow-up questions are asked for the different groups, including:

- For those ever using, which drug was the first ever taken; at what age they first took drugs, and what methods of drug taking they have ever tried;
- For those using in the last 12 months, whether they have mixed these drugs, consumed alcohol at the same time as taking them, how they would describe their usage, and whether they have taken anything else in the last 12 months which they thought was a drug;
- For those taking drugs in the last month, which one they have taken most often, how difficult it is to get hold of, where they obtained it the last time they took it, and, in the last month, how many times they have used it, whether they felt dependant on it, tried to cut down and whether they managed to.
- Those who have ever used cannabis, cocaine, ecstasy, tranquiliser or amphetamine, but not used *any* drugs in the last 12 months are asked at what age they last took it, whether they have ever felt dependant on any of the drugs they have ever taken, and which ones, as well as, for those who have felt dependant, whether they received any help in stopping taking them and from whom,

⁴⁶ These respondents are, however, retained in the rest of the dataset, including the remainder of the self-completion section.

The questions about which drugs respondents have taken are asked in a loop (i.e. “Have you ever taken <drug name>?”) rather than by selection from a single list of drugs. This approach has been shown to improve survey estimates of illegal drug-taking (Mayhew, 1995).

5.7.3 Stalking and harassment and partner abuse (section 9)

This section begins with a screener section collecting information about respondents’ relationship history.

Respondents are then asked about whether they have experienced any of six forms of stalking and harassment in the 12 month reference period. As measured by the SCJS stalking and harassment included:⁴⁷

- Receiving obscene or threatening letters or cards
- Receiving obscene or threatening emails or text messages;
- Receiving obscene, threatening or nuisance approaches via social networking sites;
- Receiving obscene, threatening, nuisance or silent telephone calls;
- Having someone waiting outside a home or workplace on more than one occasion;
- Being followed around and watched on more than one occasion.

If they have, they are asked (for the most recent incident of each form of stalking and harassment if they had experienced more than one) who the offender(s) was and what their relationship to the respondent was. The respondent is also asked whether the police came to know about the incident, and if not, why not. Finally they are asked if they have reported any of the incidents to the police.

The section then moves on to the subject of partner abuse. This part is only asked of those who have had a partner at any time since they were 16 (based on the questions asked at the start of the section). It is introduced carefully to ensure that respondents are clear on the coverage of the questions:

“We would now like to ask you some questions about your own relationships with any partners you may have had since you were 16. By partner we mean a boyfriend, girlfriend, husband, wife or civil partner.”

⁴⁷ Therefore the survey does not provide measures of the prevalence of all possible forms of stalking and of harassment, but rather of four types of behavior that could be construed as forms of stalking and harassment.

Two questions present a list firstly of types of **psychological abuse** and secondly types of **physical abuse**; respondents were asked if they had experienced any of these since they were aged 16, and if so, how many partners perpetrated these acts. If any of these types of abuse have taken place within the 12 month reference period, a series of follow-up questions are asked, the majority about the most recent / only incident in that time, including:

- Where they happened (in Scotland or elsewhere) and how many incidents happened since the beginning of the 12 month reference period;
- Whether any children were in the household, whether they saw or heard what happened or were involved or hurt in the incident;
- What physical and psychological consequences they experienced;
- What people or organisations, if any, the respondent informed of the incident;
- Whether the police came to know about the incident and follow-up questions including: satisfaction with the way police dealt with the incident; why they did or didn't report the incident to the police; whether it was reported as a crime; if the report resulted in a prosecution and whether there was a conviction; satisfaction with the police handling of the incident;
- Whether the perpetrator was living with the respondent at the time of the incident and whether they are living with them at the time of the interview;
- Whether the respondent considered what happened to be a crime or not.

At the end of this section, all those who have had a partner since they were 16 are asked whether they consider themselves to have ever been a victim of domestic abuse. The term domestic abuse is not defined to the respondent.

5.7.4 Sexual victimisation (section 10)

The questionnaire asks about all types of sexual offences. These are categorised into two groups, which are termed serious sexual assault and less serious sexual assault.⁴⁸ Less serious sexual assault includes:

- Indecent exposure;
- Sexual threats;

⁴⁸ The terms 'less serious sexual assault' and 'serious sexual assault' are adopted throughout this report to distinguish between the two types of sexual assault which were asked about separately in the questionnaire. This is consistent with the practice adopted by the Office for National Statistics in reporting of the CSEW. The terms do not relate to the seriousness of the impact on the individual experiencing an incident, as this may vary according to the particular circumstances of an incident.

- Touching sexually when it was not wanted.

Serious sexual assault includes:

- Forcing someone to have sexual intercourse when they did not want to;
- Attempting to force someone to have sexual intercourse when they did not want to;
- Forcing someone to take part in other sexual activity when they did not want to;
- Attempting to force someone to take part in other sexual activity when they did not want to.

Respondents are reminded that they may skip such sensitive questions via using the 'Don't wish to answer' button at the top of the screen.

Different follow-up questions are asked of respondents depending on the nature of the incident(s) they have experienced (i.e. whether they are classified as less serious or serious sexual assault) and when they experienced them (in the last 12 months or since the age of 16).

Less serious sexual assault

Victims of less serious sexual assault are asked the following questions for each of the four forms they have been the victim of:⁴⁹

- When the incidents(s) happened (in the last 12 months, longer ago or both); and how many times they occurred during the 12 month reference period;
- What the relationship was between the respondent and the offender(s) and the gender of the offender(s) for all incidents in the 12 month reference period and the latest incident in the reference period, as well as for incidents longer ago than the last 12 months but since the age of 16;
- For incidents before the 12 month reference period, when the most recent incident happened;
- For the latest incident in the 12 month reference period: whether it happened in Scotland, whether the police came to know and how, and if they did not then why not;
- Whether the police came to know about any incidents in the last 12 months.

⁴⁹ Readers should note that the questions in the questionnaire are asked in a different order to that listed here.

Serious sexual assault

Respondents who have experienced each form of serious sexual assault are asked additional follow-up questions about the incident(s) compared to the follow-up questions for less serious sexual assault. In addition, the time-period which some of the follow-up questions reference is increased compared to those for less serious sexual assault from incidents occurring in the 12 month reference period to incidents occurring since the age of 16.⁵⁰

Although time-periods differ, and with the exception of some additional questions that are asked, a broadly similar set of follow-up questions are asked for each form of serious sexual assault the respondent has experienced compared with those asked for less serious sexual assault. These include:

- When the incidents(s) happened (in the last 12 months, longer ago or both); and how many times they occurred during the 12 month reference period and ever (since the age of 16);
- What the relationship was between the respondent and the perpetrator(s) and the gender of the perpetrator(s) for all incidents and the latest incident both for those happening in the 12 month reference period and those happening prior to the 12 month reference period (since the age of 16);
- For the latest incident (irrespective of when this was), whether it happened in Scotland, what physical injuries were sustained as a result of the assault, people or organisations informed of the assault, whether the respondent or the offender(s) were under the influence / had been given drugs or alcohol at the time of the assault, whether the police came to know about the incident, how it was reported or if it was not, then the reason why, whether it was reported as a crime and if so, whether there was a prosecution and conviction;
- For the latest incident in the 12 month reference period, the location of the assault, whether the respondent perceived the incident as a crime or not, satisfaction with police handling of the matter and reasons for dissatisfaction (where applicable).

The end of the interview consists of the interviewer thanking the respondent, collecting details to allow validation (section 6.2) and recording some basic information about the administration of the interview.

⁵⁰ This amendment to the self-completion questionnaire was made to increase the number of cases available to allow robust analysis. Further detail is provided in the 2009/10 Technical Report (Section 3.6.4).

6 FIELDWORK

Fieldwork for the SCJS 2012/13 was continuous and took place between the 1st of April 2012 and the 31st of March 2013. This chapter documents all aspects of the data collection process, focusing on:

- Interviewer briefings;
- Quality control procedures;
- The management of fieldwork across the survey year;
- Fieldwork procedures and materials;
- Survey response rates for the main and self-completion questionnaires.

6.1 Briefing of interviewers

Interviewers working on the survey attended a full-day survey briefing before the fieldwork started. In total, three main full briefings were held in Edinburgh, Glasgow and Aberdeen. All briefings were attended by TNS BMRB researchers and field staff working on the survey, and the Edinburgh and Glasgow briefings by Scottish Government staff. All interviewers also received training developed originally in conjunction with Victim Support Scotland (VSS) on how to handle sensitive situations where respondents had been the victim of crime.⁵¹ Additional briefings were held as necessary through the year.

Each briefing covered the following topics:

- Background to the SCJS and how the information is used by the Scottish Government and associated stakeholder agencies;
- Details about sampling and fieldwork procedures and advice on how to obtain high response rates;
- Instructions on how to carry out the doorstep household screening and respondent selection procedures;
- An explanation of the self-completion questionnaire and means of encouraging respondents to complete this;
- A re-cap of the questionnaire structure and details of new questionnaire sections and amended questions compared to the 2010/11 survey questionnaire. This was followed by a run-through of the questionnaire

⁵¹ Victim Support Scotland (VSS) is a voluntary organisation dedicated to supporting victims of crime: <http://www.victimsupportsco.org.uk/page/index.cfm>

using CAPI machines to familiarise interviewers with it. This section provided key pointers on how to collect accurate and comprehensive information from the victim form screener questions and victim form.

In addition to this comprehensive face-to-face briefing, interviewers were also required to carry out at least two practice interviews before starting their assignments.

6.2 Supervision and quality control

In addition to the survey briefings, several methods were used to ensure the quality and validity of the data collection operation:

- Each interviewer was accompanied by a field supervisor at least once in the year as part of the TNS performance and development review procedures;
- A minimum of 10% of addresses where a successful interview was obtained were re-contacted (validated) to verify that the interviewer had conducted the interview and that key details they had collected were correct.

In total, 1,543 addresses where an interview was achieved (13%) were successfully re-contacted for validation purposes. Addresses were randomly selected within the framework of TNS's field quality procedures whereby all interviewers have their work checked at least twice a year.

Validation was carried out mainly by telephone by trained TNS validators. The checking included asking a small selection of questions from sections of the main questionnaire (for example, how long a respondent had lived in the area) as well as seeking confirmation of what questions were asked in order to ensure that no part of the questionnaire was missed (for example, if the respondent was asked to complete the self-completion questionnaire). If validation checks produced discrepancies then these were flagged and action taken according to the degree of the discrepancies. In cases where serious discrepancies were raised then interviews were deleted.

Where no telephone number was available, a short postal questionnaire was sent to the address to collect the same information.

6.3 Fieldwork dates and fieldwork management

Survey fieldwork was managed on a monthly basis, with fresh addresses released on this basis. Across the fieldwork period 802 first-issue assignments of between 7 and 38 addresses were issued to interviewers, with the average assignment size being 24 addresses. These assignments were issued at the start of each month, with fieldwork starting on the first day of the new month and closing on the last day.

Interviewers were encouraged to start their assignment as early as possible in the month to allow early identification of invalid addresses (second homes,

business addresses, vacant properties etc, also termed ‘deadwood’ – see Chapter 3). Interviewers had until the end of the calendar month to cover all the addresses in their assignment, making a minimum of six or more calls at each address where no contact with householders or selected respondents has been made.

Following standard practice on large social surveys, addresses with non-productive outcomes (where an interview was not obtained but could be in future – for example, non-contacts, refusals, broken appointments, etc) were re-issued (see [Annex 6](#) for CAPI outcome codes and re-issue criteria). As a general rule all non-productive addresses were re-issued unless there was a specific reason not to or it was considered not to be cost effective.⁵² Re-issued addresses were called at a minimum of twice. Once the first re-issue period had been completed a decision was taken about whether to re-issue addresses that were still non-productive for a second or third time.

In total across the year, 4,326 addresses were re-issued, which represented 23% of the original sample (19,121 addresses – see Table 2.2). Of all the addresses re-issued, 1,545 (36%) were converted into successful interviews. All interviews were conducted in the 12 months from the 1st of April 2012 to the 31st of March 2013.

6.4 Fieldwork procedures and documents

6.4.1 *Advance letter and leaflet*

All selected addresses were sent a letter from the Scottish Government in advance of an interviewer calling at the address. Interviewers were responsible for posting the letters a few days in advance of starting their assignment. The letter explained a little about the survey, why the address had been selected and informed the occupiers that an interviewer from TNS BMRB would be calling in the next few days. The letter also provided a Scottish Government contact telephone number and email address as well as a TNS freephone telephone number to allow members of sampled households to find out more about the survey, make an appointment for interview, or opt out of the survey. Over the course of the whole year 352 people (two per cent of addresses issued) opted out of the survey by contacting either TNS office or the Scottish Government.

Included with the advance letter was a leaflet from the Scottish Government providing further details about the survey, including some example findings from the 2010/11 survey. The leaflet also tried to answer some questions that potential respondents might have, including details of data confidentiality.

⁵² For example, if there were only one or two addresses available to re-issue in an assignment in a remote rural area.

Where the household member randomly selected for interview was aged 16 or 17 interviewers were also issued with a different version of the advance letter to hand to a responsible adult in the household (if applicable). The letter asked for permission to approach the young person selected for interview.

Copies of the advance letters and survey leaflet can be found in [Annex 7](#).

Interviewers were also provided with a Scottish Government card which provided contact details for Victim Support Scotland, Samaritans and a range of other organisations that provide support for victims of crime or abuse.

The interview was not incentivised in any way, and participation in the survey was entirely voluntary.

6.4.2 Address contact record

The NIPO CAPI software and tablet PCs used by TNS BMRB interviewers allow the electronic collection and storage of the address contact record.⁵³ This dispenses with the need for the traditional paper-based contact sheets, improving fieldwork management and efficiency, and allowing more effective real-time management and monitoring of the sample.

The primary functions of the address contact record are as follows:

- To automatically record the days and times that the interviewer called at an address, enabling them to tailor their calling strategy based on this;
- To provide a record of all the outcomes achieved at the address, both at first-issue and re-issue;

Interviewers updated the relevant address record every time they made a call to the address, reporting an outcome of each call. This information is crucial in allowing interviewers to manage their own calling strategies for each address and field management staff to manage the survey overall.

6.5 Response rate and reasons for non-response

The full response rate analysis for the issued sample is shown in Table 3.1.

Seven per cent of issued addresses were identified as ineligible addresses for the purposes of the survey (known as 'deadwood' – see Chapter 3). The most common type of deadwood was empty or vacant residential properties, which accounted for nearly four per cent of all issued addresses. The proportion of deadwood decreased compared to the 2010/11 survey.

Interviewers made contact with either the selected respondent or a responsible adult at 19 in every 20 eligible addresses (96%), meaning a non-

⁵³ Information about the software used is available from: <http://www.niposoftware.com/>

contact rate of four per cent. There were two types of non-contact. The vast majority of non-contacts were where no contact was made with anyone at the address despite repeated calls over a lengthy fieldwork period.⁵⁴ It is possible that some of these addresses were actually empty or vacant and so should have been coded as ineligible / deadwood. However, the impact that this would have on the overall response rate is minimal. The remaining addresses classified as non-contact were where contact had been made with someone at the address, but no contact was made with the person selected for interview or where no contact was made with a responsible adult in order to obtain permission to interview a household member aged 16 or 17, but these accounted for only 15 addresses.

Where contact at an address was made, refusals were the most common reason for not obtaining an interview, accounting for 23% of all eligible addresses. The most common type of refusals was where no information about the household was given, meaning that the person selection could not be carried out (11%), and where there was a refusal at the introduction of the interview by the interviewer (eight per cent).

A further four per cent of eligible addresses were categorised as other non-response, including people who were ill or away during the period of the survey (two per cent) and people who were physically or mentally unable or incompetent (one per cent). There were 36 households where people had inadequate English to complete the survey.

Combining all the different types of unproductive addresses gave a final adjusted response rate of 67.7%.

6.6 Self-completion response rate and reasons for non-completion

The final part of the interview involved a self-completion questionnaire containing the following sections (see section 7.7):

- Risk factors;
- Illicit drug use;
- Stalking and harassment and partner abuse;
- Sexual victimisation.

Respondents were given the opportunity to refuse the entire self-completion questionnaire. The response rate, profile of respondents completing or not-completing and the reasons for non-completion are explored below.

⁵⁴ The fieldwork period could be up to 12 calendar months for addresses issued at the start of the fieldwork period in April 2012, though in practice this was rare.

6.6.1 Response rate and respondent profiles

10,235 (85%) respondents to the main survey answered the self-completion questionnaire. Table 3.3 compares the profile of respondents who answered the self-completion section of the questionnaire (including those who did so with help from the interviewer) and those who did not answer it:

- The percentages of respondents who answered the self-completion section decreased as age increased (for example, 89% of 16-24 year olds answered the self-completion section compared with 81% or less for those aged 60 or over);

6.6.2 Reasons for non-completion

Table 6.1 shows the reasons given by respondents either for refusing the self-completion questionnaire or for asking the interviewer to enter their answers for them as well as for these groups combined. This shows that a dislike of computers was the most common reason why respondents asked the interviewer to enter their answers for them (mentioned by 69.3%), while running out of time was the most common reason given for respondents refusing to complete it (mentioned by 54.0%). Only 3.5% of respondents refused to complete the self-completion questionnaire because of worries about confidentiality.

Table 6.1: Reasons for self-completion refusal / interviewer completion
SCJS 2012/13

Reason	Refused (%)	Int. comp. (%)	Total (%)
Didn't like computer	11.7	69.3	43.8
Ran out of time	54.0	13.7	31.5
Respondent adamant never taken drugs / experienced abuse	28.4	0.0	12.6
Eyesight problems	5.0	15.2	10.7
Other disability	6.5	10.3	8.6
Couldn't be bothered	9.1	6.7	7.8
Children present / tending to children	5.0	2.6	3.6
Other people present in room	4.6	0.7	2.4
Language problems	3.4	1.5	2.3
Worried about confidentiality	3.5	0.6	1.9
Objected to study	3.5	0.3	1.7
Other	4.5	8.5	6.3

Base: All respondents who refused to complete self-completion (1,810) or where interviewer completed on respondent's behalf (2,273) (total, 4,083)

Variable name: WHYREF and NONRESP

Note: 'Other' includes all other reasons where the total percentage was less than one per cent for each separate reason

7 THE INTERVIEW

Interviews were conducted face-to-face in-home and were administered by specially trained professional interviewers working for TNS BMRB using Computer Assisted Personal Interviewing (CAPI).

This chapter provides information on the following elements of the survey:

- The survey reference period;
- Computer Assisted Personal Interviewing (CAPI);
- Interview length;
- Presence of others during the interview.

7.1 Survey reference period

Respondents were asked about their experience of crime within a defined period of time known as the 'reference period'. Questions about exactly when incidents happened were asked at the start of the victim form (section 5.4.1). The survey statistics are based only on incidents which happened in the 12 calendar months prior to the month of interview. For example, in an interview conducted on the 15th of September 2012, the survey statistics would include incidents which the respondent had experienced between 1st September 2011 and the 31st August 2012. The reference period therefore covered an equal length of time (12 calendar months) for each respondent, irrespective of when they were interviewed during the 12 month fieldwork period. Incidents which fall outside this reference period are not included in crime counts.

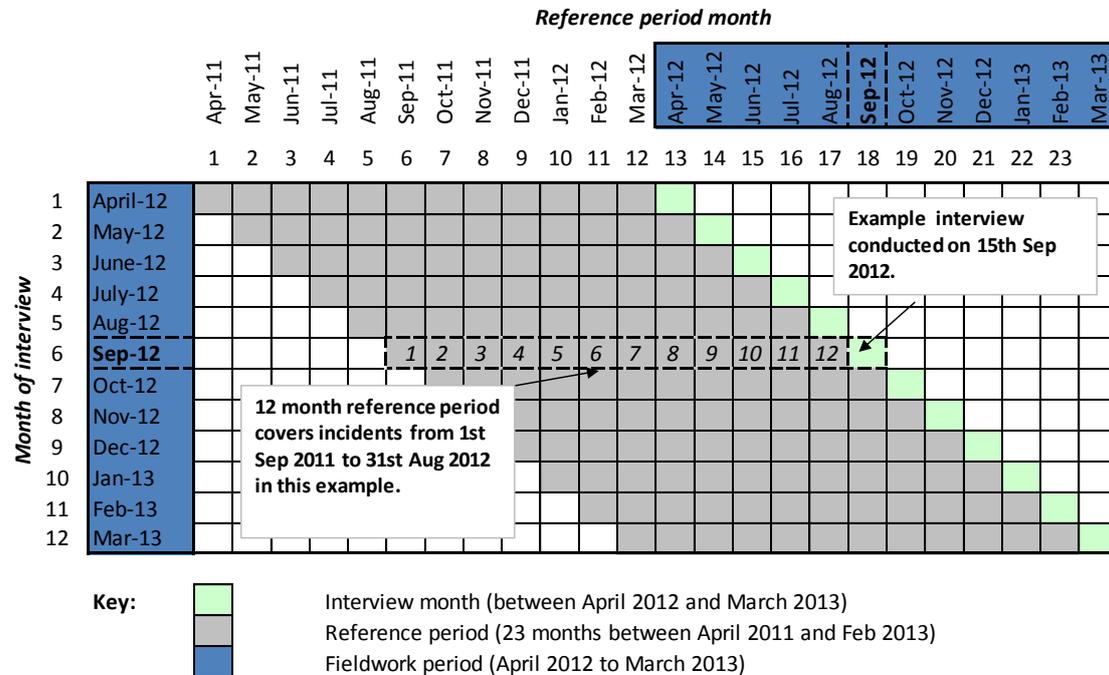
Incidents which happened in the month of interview (in the example above, incidents happening in the 15 days between the 1st and the 15th of September 2012) are not included in the reference period (and therefore any of the data reported in the Main Findings report). However, both for the sake of simplicity with regard to the administration of the interview and for ethical reasons, respondents are asked about incidents which happened in the period of time since the start of the reference period; the victim form screener questions are phrased in the following way "Since the 1st of September 2012, have ...", where '1st September 2012' is the start of the reference period in this example (the reference period dates change based on what month the interview is conducted in – see below). Full details of incidents occurring in the month of interview are retained in the SPSS data files for use by analysts if necessary (though the incident weight is set to zero – section 4.5).

Due to continuous interviewing across the 12 month fieldwork period, the reference period 'rolled' forward for each consecutive fieldwork month. Compared to the example above, respondents interviewed on the 15th of October 2012 were asked about incidents which occurred in the reference period 1st October 2011 to the 30th of September 2012. The total reference period for interviews conducted from April 2012 through to the end of March

2013 is therefore a 23 month period from April 2011 through to February 2013. This is illustrated in Figure 7.1 below.

March 2012 is the only month to be included in the reference period for all 12,045 respondents and the incidents collected centre around this month.

Figure 7.1: Survey reference period



In 2002, the British Crime Survey (BCS – now the Crime Survey for England and Wales) moved from a fixed reference period to a rolling reference period. The initial findings of an assessment of the impact of the change in methodology on estimates of crime concluded that:

“the new methodology is not giving rise to crime estimates any greater than those achieved under the old methodology. Indeed, for some categories the change in methodology appears to generate lower estimates” (Kershaw et al, 2001).

This is supported by the more recent work by Tipping et. al. (2010).

7.1.1 Series incidents and the reference period

Where respondents had experienced series incidents, if incidents in the series occurred in the month of interview (that is, outside of the reference period),

the number of incidents in the series (capped at five – section 4.5) was reduced by the number of incidents that occurred in the month of interview.⁵⁵

7.2 Numbers of victim forms completed

One fifth (19.2% or 2,317) of respondents completed at least one victim form): 13.5% of respondents (1,631) completed a single victim form only, while under one per cent (0.5%) completed five victim forms (the maximum allowed) (Table 7.1).

Accordingly, among those who completed at least one victim form, the majority of just over two thirds (70.4%) completed only one, with only two per cent completing five.

In total 3,410 victim forms were completed by 2,317 respondents.

In the VFF SPSS data file each record represents a victim form (section 10.1.2), with each record being labelled as victim form one to five for each respondent (variable VICNO). There are therefore 3,410 records in the file, with 2,317 of these being victim form one.

Table 7.1: Numbers of respondents who completed victim forms
SCJS 2012/13

VFs compl'd	No. of resps	Total no. of VFs compl'd by resps	% all resps	% all with at least one VF	VFF SPSS: VF label	Count
None	9,728	0	80.8	N/A	-	-
1 only	1,631	1,631	13.5	70.4	1	2,317
1 & 2	444	888	3.7	19.2	2	686
1, 2 & 3	134	402	1.1	5.8	3	242
1, 2, 3 & 4	51	204	0.4	2.2	4	108
1, 2, 3, 4 & 5	57	285	0.5	2.5	5	57
1 or more	2,317	3,410	19.2	100	-	-
<i>Total/Base</i>	<i>12,045</i>	<i>3,410</i>	<i>12,045</i>	<i>2,317</i>	<i>Total</i>	<i>3,410</i>

Base: All respondents (12,045)

Not all completed victim forms are used in the production of the SCJS statistics; that is some may provide information on incidents which are outside the reference period (section 7.1) or of crimes which are outside the scope of the survey (section 9.1). Table 7.2 provides details of how many of the 3,410 victim forms were assigned non-valid / out-of-scope offence codes.

⁵⁵ Variables NSERIES and NUMINC (uncapped count of series incidents and capped respectively) in the victim form file (VFF) data file are calculated based on the number of incidents in the 12 month reference period only and do not include incidents which happened in the month of interview.

Table 7.2: Classification of non-valid / out-of scope victim forms

SCJS 2012/13

Category	No. of forms	% total forms
Terminated as violence from household member *	4	0.1
Incident occurred outside reference period	436	12.8
Incident occurred outside Scotland	53	1.6
Other non-valid offence codes	330	9.7
Non-valid SCJS offence codes (sexual offences and threats)	294	8.6
TOTAL 'VALID SCJS' VICTIM FORMS	2,293	67.2
TOTAL VICTIM FORMS	3,410	100

Base: All victim forms (3,410)

Notes: * In cases of violence from another household member recorded in the victim form screener section, interviewers have the option to skip the victim form (variable WINTRO) if there is another person present at the interview (section 3.3.1).

7.3 Computer Assisted Personal Interviewing

CAPI interviewing has a number of advantages over paper-based interviewing and presents various opportunities for improving the quality of data collected and the efficiency of the survey, including:

- Plausibility and consistency checks within the interview;
- Automated text substitution and calculation (especially important for using the correct reference period);
- Automated links between questionnaire sections.

The use of tablet PCs and NIPO CAPI software also allows:

- The replacement of the bulk of the traditional paper show cards required for CAPI interviewing;
- The electronic collection and storage of the address contact record (section 6.4.2);
- Automated random respondent selection (and dwelling selection where necessary – see section 2.3.2).

7.3.1 Plausibility and consistency checks

CAPI has the advantage over paper-based interviewing of allowing plausibility and consistency checks to be incorporated into the interview process, improving data quality. A full list of plausibility and consistency checks are provided in [Annex 8](#).

7.3.2 Text substitution and date calculations

Text substitutions and date calculations were used extensively throughout the questionnaire. Text substitution is where different text is read out by the interviewer or displayed on screen at a question depending on answers given to previous questions.

Date calculations were made automatically by the CAPI script for the reference period and other questions where a specific time period was required (for example, the civil law questions in modules C and D asked about the three years prior to the month of interview). All of the date variables in the SPSS data files (for example, DATESER variables, QTRRECHIN, and MTHINC2 in the VFF file) are given values according to the actual month / time period in question.

7.3.3 Don't know and refused codes

Almost every question in the CAPI questionnaire for the SCJS has a 'Don't know' and 'Refused' option. These are displayed at the top of the screen as separate buttons. For 'show screen' or 'show card' questions (see section 7.4) these options are not shown to respondents explicitly as part of the pre-code list of answers.

At the start of the self-completion questionnaire, the interviewer specifically showed the respondent where these buttons were located on the screen via a practice question at the start of the section. The refused option used in the main part of the survey was re-worded as 'Don't wish to answer'.

7.4 Use of show cards and show screens

Traditionally in CAPI interviewing, for pre-coded questions where respondents are asked to select an answer from a list, interviewers handed respondents a booklet of numbered or lettered 'show cards' on which the pre-coded answers to questions were printed. However, the small and lightweight tablet PCs which TNS BMRB interviewers used allowed interviewers to easily show respondents the screen rather than using show cards. This helps to improve the accuracy and flow of the interview, ensuring that respondents can concentrate on listening to the interviewer rather than being distracted by reading the show cards or flicking back and forwards through them during the interview.

Show cards are retained for a few types of question including the following:

- Questions with long or complicated pre-code lists (e.g. QQUAL asking qualifications);
- Questions on sensitive issues where respondents may not want interviewer to know what their answer relates to (eg QDISCRIM which asks if the respondent felt they were targeted by an offender; the respondent reads out a letter next the their answer and only the letter code

is displayed on the CAPI screen, so the interviewer does not know what their answers means);

- Questions which are not read out by the interviewer because they are on a sensitive topic (e.g. HHLDVIO asking whether the respondent has experienced physical violence from another household member);
- Particularly sensitive questions in the self-completion section if the interviewer reads them out for the respondent (e.g. SEXORIENT for sexual orientation).

7.5 Length of interview

Automatic 'time stamps' were placed throughout the CAPI script to allow timing of questionnaire sections. Due to various technical issues associated with CAPI systems, it is not always possible to derive meaningful time stamps from every interview.⁵⁶

Since the calculation of interview times is based on automatic time stamps in the CAPI script (rather than an interviewer estimates), they represent the elapsed time from the first question to the last question. They do not include the time during which the interviewer completes the address contact record, introduces the survey or closes the interview.

The average (mean) total interview length, including the self-completion section, across the 11,791 respondents with usable data 38.5 minutes.

Whether the respondent had been a victim of crime (and therefore whether a victim form was completed or not) was a major factor in total interview length. The average total interview length (including the self-completion section) for those not completing any victim forms was 36 minutes compared to 50 minutes for those who completed one or more victim forms. The average total interview length by number of victim forms is shown in Table 7.3.

⁵⁶ For example, if an interviewer has to temporarily stop or suspend an interview for an hour or so and fails to come out of the questionnaire in the intervening period (simply powering down the computer instead) the time stamps can show an interview of four to five hours. Interviews 2 hours or more and under 14 minutes were excluded from the analysis in this section.

Table 7.3: Average interview length by number of victim forms
SCJS 2012/13

No. of victim forms	Av. time (mins)	No. of resps	% of resps
ANY VICTIM FORMS	50	2,291	19.4
1	46	1,619	13.7%
2	57	437	3.7%
3	62	132	1.1%
4	77	49	0.4%
5	75	54	0.5%
NONE	36	9,500	80.6
ALL RESPONDENTS	39	11,791	100

Base: All respondents with useable timestamp data (11,791)

Notes: Includes the self-completion questionnaire

Table 7.4 shows that the time taken to complete the first two victim forms was longer than following ones, suggesting that respondents speed up as they go through each victim form. This pattern is also evident in the CSEW.

Table 7.4: Average victim form length
SCJS 2012/13

Victim form	Number of cases	Av. time (mins:secs)
One	2,291	09:22
Two	672	07:20
Three	235	06:11
Four	103	06:03
Five	54	03:15

Base: All respondents with useable timestamp data and at least one victim form (2,291)

7.6 Presence of others during the interview

Interviewers aimed to conduct the interviews in private with only the respondent present. This generally helps to make the interview run more smoothly, but it may also encourage some respondents to mention certain incidents or events which they might be embarrassed or worried about talking about in front of others.

Although it is preferable for the interview to be conducted with no-one else present, there are also some situations where the presence of other members of the household might improve the accuracy of the information collected. This is particularly the case in incidents of household crime, where the respondent may not have been personally present at the time of the incident, or may not have reported the incident to the police, etc.

Information on the presence of others during the interview was recorded for the interview overall, and specifically for the victim form screener section and the self-completion section.⁵⁷

7.7 Self-completion interview

The questionnaire is completed by respondents on the interviewer's tablet PC (Computer Assisted Self-completion Interviewing – CASI). This ensures confidentiality when answering sensitive questions or those on illicit behaviour (section 5.7). The respondent was asked to follow the instructions on the screen of the tablet PC and enter their answers using a special pen to tap the touch screen appropriately. A series of practice questions are included before the start of the self-completion module to allow the interviewer to show the respondent the different functions of the computer and screen layouts and formats (including an explicit demonstration of the 'don't wish to answer' button reflecting the sensitive nature of the topics in the questionnaire). If the respondent is unable or unwilling to complete the questionnaire using the computer but is happy to answer the questions, the interviewer administers the questionnaire on their behalf, showing the respondent the screen and then selecting the answer accordingly.

85% of respondents completed the self-completion section; 66% of them entered their answers directly in to the tablet PC themselves and 19% asked the interviewer to administer the questionnaire for them.

During interviews where another person (other than the interviewer and the respondent) was present in the room during the self-completion section, interviewers tried to 'arrange' the room whenever possible so that the respondent had a degree of privacy. Thus, for example, interviewers might try to ensure that the respondent was sitting with the screen facing a wall or was in such a position that no-one else in the room could read the computer screen. It was not common for others to become involved in answering the self-completion questions. Only in around one in ten interviews did anyone else in the household look at / read / help fill in or discuss any part of the self-completion section with the respondent during the interview.

The average questionnaire length for the self-completion section was nine minutes and 41 seconds.

⁵⁷ This data is available in the SPSS data files (variable names OTHPRES, WHOPRES and SCOTHPRES respectively).

8 DATA PROCESSING

All data processing was undertaken by TNS BMRB, including offence coding, standard coding and data checking. This chapter looks at these processes in turn. Information on the offence codes themselves is provided in Chapter 9 and details of data outputs themselves are provided in Chapter 10.

8.1 Offence coding process

The SCJS offence coding system is based on that developed for the 1982 British Crime Survey (BCS, now Crime Survey for England and Wales), but tailored for the Scottish justice system. The system is designed to match as closely as possible the way incidents would be classified by the police to aid comparison between statistics from the SCJS and police recorded crime statistics.

All victim forms are reviewed by trained coders in order to determine whether what has been reported in the interview represents a crime or not and, if so, what offence code should be assigned to the crime. All data for the survey was coded consistently using agreed principles set down in the SCJS Offence Coding Manual (available from the survey website).⁵⁸

Every victim form has an offence code assigned to it. The SCJS Offence Coding Manual has a 'priority' ladder which determines what offence codes are assigned if the incident involves multiple aspects. For example, if an incident involves an offender breaking into someone's house, beating up the occupants, stealing the car and breaking some valuable belongings), the offence coding process needs to sort out which of these offences takes priority (i.e. should the crime be coded as housebreaking, assault, theft of a car or vandalism?).

The priority ladder (with those codes that take priority towards the top) is generally:

- Rape or Serious Assaults
- Robbery
- Housebreaking
- Theft
- Minor Assault
- Vandalism

⁵⁸ Scottish Government survey website: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/crime-and-justice-survey>

- Threats

Further information is available in the offence coding manual available from the survey website.

The offence coding system consisted of the following steps:

- 1) For each victim form details of the responses to key questions in the victim form and other relevant parts of the questionnaire were presented to the coder electronically using Ascribe coding software.⁵⁹
- 2) The TNS coder reviewed the answers to the questions in the coding system and, consulting the coding manual, assigned an offence code. They also completed a certainty record for each victim form showing whether they were certain or uncertain that the code assigned was correct (for example in cases where there was no specific guidance in the offence coding manual or the information in the victim form was inconclusive).
- 3) A TNS coding supervisor checked all codes that the original coder marked as uncertain, as well as completing an additional certainty record for the code assigned.
- 4) Researchers at the Scottish Government (see section 8.1.1) checked:
 - Any codes that TNS coders or supervisors were uncertain about, or where a code could not be assigned;
 - 10% of all original coder codes marked as certain as part of a quality control check;
 - All cases of duplicate victim forms (where the same incident was mentioned in two separate victim forms – section 9.1.4).
- 5) After any necessary discussion between TNS supervisors and Scottish Government researchers, the offence coding records were finalised and exported from the Ascribe system for inclusion in the final datasets.

As a result of this process every victim form had a final offence code assigned to it, as well as a record of any codes assigned at the intermediate steps as outlined above.

8.1.1 Scottish Government offence coding validation

As noted in section 8.1, all cases where the TNS coders (including supervisors) were uncertain about the correct code to assign were referred to

⁵⁹ Ascribe is a Windows-based coding software package which is commonly used on CAPI surveys. The standard Ascribe software was amended to deal with the requirements of the SCJS offence coding system.

the Scottish Government. In addition, a minimum of 10% of all codes which the original TNS coders were certain about were sent to the Scottish Government for quality control checking.

Data to be checked by researchers at the Scottish Government were sent in Excel format each calendar month after fieldwork and offence coding was completed. Scottish Government researchers received two files:

- An output of the questions in the coding system for the relevant victim forms being checked and;
- A separate summary file containing the coding history (original coder code, certainty record and notes and, where applicable, the supervisor code, certainty record and any notes added about why the code assigned was recorded as uncertain or where clarification was needed).

Researchers at the Scottish Government then ‘blind coded’ each of the victim forms (without referring to the separate coding history summary file) and added their code and comments to the coding history summary file. This was returned to TNS coding supervisors who reviewed the file and entered information into the Ascribe coding system. Coders were then briefed on why a particular code had been assigned where codes had been changed.

Where TNS coders did not agree with the Scottish Government code assigned a further dialogue was opened until a conclusion was reached. A log of queries and corresponding decisions and why they were taken was retained and referred to on an ongoing basis. These were used to set precedents for future decisions.

In total, 676 victim forms were sent to the Scottish Government for checking, representing 20% of all victim forms (3,410).

8.1.2 Offence code history

The SPSS data files delivered to the Scottish Government include all the offence codes that have been assigned to each victim form at each stage of the offence coding process.⁶⁰ This allows a complete history of each case to be viewed.

The final offence code is derived using a priority ordering system, whereby the Scottish Government code takes priority over the TNS coding supervisor, who takes priority over the original TNS coder (where applicable). The variables in the VFF data file which detail this are:

- **VOFFENCE:** code assigned by the original coder;

⁶⁰ This information is available in the final SPSS data files lodged on the UK Data Service:
<http://ukdataservice.ac.uk/>

- SOFFENCE: code assigned by the supervisor;
- FINLOFFC: code assigned by the Scottish Government research team;
- OFFENCE: final offence code assigned.

The final offence codes for each victim form are also contained in the RF data file in the VICFORM variables (one for each victim form completed).

8.1.3 Standard and open-end coding

In addition to the survey specific offence coding, coders also looked at all questions where an 'Other SPECIFY' had been given as an answer to a pre-coded question. The aim of this exercise was to see whether the answer given could actually be coded into one of the original pre-coded response options. If it could not then a new code could be created and other similar 'other – specify' answers could also be added into this new code. If the coding supervisor felt an extra code was needed, this was confirmed with researchers who approved any changes before they were implemented.

Open-ended questions, with the exception of those required for Standard Occupational Classification (SOC) and National Statistics Socio-Economic Classification (NS-SEC) coding, were treated in the same way, with code frames developed by coders and coding supervisors for these questions before being checked by researchers.

Coding was undertaken in Ascribe, a Windows based coding package. It should be noted that no 'other – specify' questions were present in the self-completion questionnaire as this would place an additional burden on respondents.

8.2 Coding of occupation and socio-economic classification

Occupation details were collected for all respondents, either relating to their current job or to their last job if the respondent was not currently employed but had worked at some time in the past four weeks.

Occupations were coded using the Standard Occupational Classification 2010 (SOC2010). All occupational coding was done centrally by specialist TNS coders once the data were returned by interviewers. Coding was done using Computer Assisted Structured CODing Tool (CASCOT),⁶¹ a package widely used to code SOC, with coders using the SOC manuals for reference.

While full SOC codes were assigned, the SPSS data files only contain a two-digit SOC code to remove the risk of individual respondents being identified in the datasets (known as 'disclosure risk').

⁶¹ See University of Warwick website:

<http://www2.warwick.ac.uk/fac/soc/ier/publications/software/cascot/>

As well as occupation codes, National Statistics Socio-Economic Classification (NS-SEC) were assigned to all respondents.⁶² NS-SEC categories were derived using documentation provided by the Office for National Statistics (ONS). Both the NS-SEC operational categories and the NS-SEC analytical categories were derived. Details of the NS-SEC categories can be found on the ONS website.⁶³

8.3 Data checking

In addition to the plausibility and consistency checks which were programmed as part of the CAPI script (see section 7.3.1), a number of other checks were undertaken as part of the data processing:

- The raw CAPI data was checked against the unedited data in Quantum (the data processing and tabulation software used by TNS BMRB) to make sure that no data was missing;
- The unedited data was checked against the data specifications;
- Data was checked before and after coding data was added to ensure consistency;
- Data was cross referenced for logic consistency (for example, all victim forms included in the analysis of 'all SCJS crime' had to have an in-scope offence code, occur within the reference period and within Scotland).

The offence coding process included a separate validation process – see section 8.1).

⁶² It should be noted that information to allow NS-SEC coding was only collected for respondents, and not specifically the Household Reference Person (HRP).

⁶³ NS-SEC coding based on SOC2010 was used. For further information, see the ONS website: <http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/index.html>

9 OFFENCE CODES, SURVEY STATISTICS AND CRIME GROUPS

The offence coding process assigns offence codes to each victim form completed by a respondent (see section 8.1). This chapter examines the offence codes which are used in the analysis and reporting of the survey, and how they are grouped and defined.

9.1 Crime types / offence codes covered by the survey

A list of all of the offence codes which can be assigned to a victim form, including in-scope codes and out-of-scopes codes is provided in [Annex 9](#). The following section also looks at what is excluded from the scope of the survey.

9.1.1 Offence codes

The offence coding manual for SCJS 2012/13 contained 66 offence codes ([Annex 9](#)). An offence code is assigned to every victim form which is triggered as a result of the victim form screener section (5.2.2). Therefore even incidents classified as non-valid because they occurred outside of the reference period or outside of Scotland (sections 5.4.1 and 5.4.2) are given an offence code (an out-of-scope non-valid code as detailed below).

The offence codes can be split into two groups: in-scope and out-of-scope codes:

- **In-scope codes:** 33 offence codes were used in the calculation of 'all SCJS crime' (section 9.1.5) and therefore the incidence and prevalence statistics from the survey;
- **Out-of-scope codes:** these can be grouped into two categories, neither of which are included in the published survey statistics;
 - **Sexual offence or threat codes:** 12 offence codes related to sexual offences or threats which were not included in the 'all SCJS crime' statistics produced by the survey (see section 9.1.3);
 - **Non-valid codes:** the offence coding manual also contained 21 offence codes for classifying incidents recorded in the victim form which were non-valid incidents (outside of Scotland or the reference period, duplicate incidents), where not enough information was collected to make an accurate classification, where the respondent or household was not the victim or the victim form was skipped (section 5.3.1). As with the sexual offence or threat codes, these 21 codes were not included in the 'all SCJS crime' statistics produced by the survey.

Included in the non-valid out-of-scope codes is code 97 which is assigned where there is insufficient information to code the offence (section 7.2).

Details of the offence codes and the incidents that they cover are provided in the SCJS Coding Manual.⁶⁴ The variables OFFENCE in the victim form file (VFF) data file and the VICFORM variables in the respondent file (RF) data file show the offence code assigned to each victim form.

9.1.2 A note on crime types excluded from the scope of the survey

The SCJS only collects information about incidents which occurred within Scotland (or, if an incident happened online, if the respondent was living in Scotland at the time) and within the reference period (see section 7.1).

In addition, the SCJS does not collect data about all types of crime occurring in Scotland and has notable exclusions:

- Crimes against adults living in circumstances other than private households (for example, adults living in institutions, such as prisons or hospitals, or other shared accommodation, such as military bases and student halls of residence – section 2.3);
- Crimes against children and young people (aged under 16);⁶⁵
- Crimes against businesses;⁶⁶
- So-called ‘victimless’ crimes, such as speeding, or crime where the victim cannot be interviewed, such as homicide.

9.1.3 Sexual offences and threats

The SCJS victim form was used to collect information on threats and, where respondents provided information, sexual offences. Coders assigned offence codes to incidents of these crimes in the normal way. However, the ‘all SCJS crime’ statistics (section 9.1.5) produced from the survey, including the estimates of incidence and prevalence, do not include these crimes for the reasons outlined below.

Sexual offences

⁶⁴ Available from the Scottish Government survey website: <http://www.scotland.gov.uk/scjs>

⁶⁵ The Crime Survey for England and Wales (CSEW – formerly the BCS) was extended to cover children aged between 10 and 15 in 2008, with experimental statistic published in summer 2010 (Millard and Flately, 2010). More information can be found on the Office for National Statistics website: <http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Crime>

⁶⁶ The Commercial Victimization Survey (CVS) conducted for the Home Office provides data on this for England and Wales, but a separate survey is not conducted in Scotland. More information on the CVS is available from the Home Office website: <http://www.homeoffice.gov.uk/science-research/research-statistics/crime/crime-statistics/commercial-victimisation-survey>

The victim form screener did not include questions specifically on sexual assault for two reasons:

1. Victims are often reluctant to disclose information on these sensitive crimes in a face-to-face interview and therefore that surveys using face-to-face data collection rather than self-completion tend to under-represent them.
2. On ethical grounds, a decision was taken that it was important to identify respondents' experiences of sexual assault (and to gather limited key information about them) in as sensitive a way as possible without putting them in an uncomfortable position (either by asking questions face-to-face or asking lots of detailed questions).

A separate self-completion questionnaire was therefore used to collect information on sexual victimisation.⁶⁷ The statistics and analysis from the self-completion survey are reported separately and a separate data file is available from the UK Data Service.⁶⁸

Details of sexual offences were recorded in the victim form where the respondent did provide details of the incident (for example, as part of the victim form screener question which asks "*Has anyone, including people you know well, deliberately hit you with their fists, or with a weapon of any sort, or kicked you, or used force or violence on you in any other way?*") respondents may have provided details of an incident of sexual assault). However, as the evidence shows that estimates based on this method of data collection for these types of incidents are not reliable, all such incidents were excluded from the 'all SCJS crime' statistics.

Incidents reported only in the self-completion questionnaire could *not* be assigned offence codes in the same way as those collected in the victim form as only a limited number of follow-up questions were asked about incidents (reflecting an ethical decision based on potential respondent distress at having to disclose detailed information on very sensitive incidents).

Threats

Following established practice in previous crime surveys in Scotland, threats, although assigned offence codes, were not included in the estimates of crime due to the difficulty of establishing whether or not a crime actually occurred (Anderson and Leitch, 1996).

⁶⁷ Of course it is important to note that self-completion data collection is still likely to underestimate the number of actual sexual offences occurring as, even with a self-completion format, a degree of under-reporting would be expected.

⁶⁸ SCJS reports and related publications are available on the Scottish Government survey website: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/crime-and-justice-survey>

9.1.4 Duplicate victim forms

Duplicate victim forms can occur where the *same* actual incident is recorded in two separate victim forms or the victim form is part of a series of the same type of incident (section 5.4). This can occur for two reasons:

- Firstly, if the incident contains two or more different types of incidents described in the victim form screener section (for example, an incident of where something is taken from a victim may also involve the offender using force or violence against the victim) the respondent may not have understood or misheard the qualifier to the victim form screener question:⁶⁹ “*Apart from anything you have already mentioned*”. If the respondent mentions the same incident in two separate victim form screener sections, then this may only become apparent after the victim form has been triggered;
- Secondly, a series of incidents may not be correctly identified / disclosed in the victim form screener section and separate victim forms triggered for very similar incidents.

Duplicate victim forms are marked as ‘same duplicate’ (code 3) or ‘series duplicate’ (code 4) according to why the duplicate form has been marked. The questionnaire included a set of questions which were added in order to allow interviewers to better record where this was happening. However, of all victim forms (3,410) only two per cent (73) were coded as duplicates.

9.1.5 List of in-scope offence codes

The list of the 33 in-scope SCJS offence codes (crimes) which were included in the ‘all SCJS crime’ incidence and prevalence statistics produced from the survey is shown in Table 9.1. It also shows the SPSS value code for each offence code as well as the crime groups used in the 2012/13 SCJS Main Findings report into which each in-scope offence code is grouped (section 9.3 and also displayed in [Annex 9](#)).

⁶⁹ Victim form screener questions identify incidents which will be followed up in the victim form (section 5.3).

Table 9.1: Offence codes included in the estimates of ‘all SCJS crime’ by crime group
SCJS 2012/13

Offence code / SPSS code / Description	Crime group
11 / 2 Serious assault	Assault
12 / 3 Minor assault with injury	
13 / 65 Minor assault with no / negligible injury	
14 / 4 Serious assault and fire raising	
15 / 5 Serious assault and housebreaking	
21 / 7 Attempted assault	Robbery
41 / 17 Robbery	
42 / 18 Attempted robbery	Personal theft (excluding robbery)
43 / 19 Snatch theft from the person	
44 / 20 Other theft from the person	
45 / 21 Attempted theft from the person	
67 / 41 Other theft	House-breaking ¹
73 / 46 Other attempted theft	
51 / 25 Housebreaking in a dwelling (nothing taken)	
52 / 26 Housebreaking in a dwelling (something taken)	Other household theft (including bicycle theft)
53 / 27 Attempted housebreaking in a dwelling	
50 / 24 Attempted housebreaking to non-connected domestic garage / outhouse	
55 / 29 Theft in a dwelling	
56 / 30 Theft from a meter	
57 / 31 Housebreaking: non-connected domestic garage / outhouse – nothing taken	
58 / 32 Housebreaking: non-connected domestic garage / outhouse – something taken	
64 / 38 Theft of pedal bicycle	
65 / 39 Theft from outside dwelling (excluding theft of milk bottles)	
60 / 34 Theft of car / van	
61 / 35 Theft from car / van	
62 / 36 Theft of motorbike, motor scooter or moped	
63 / 37 Theft from motorbike, motor scooter or moped	
71 / 44 Attempted theft of / from car / van	
72 / 45 Attempted theft of / from motorcycle, motor scooter or moped	Vandalism
80 / 48 Fire raising	
82 / 49 Vandalism to a motor vehicle	
84 / 50 Vandalism to the home	
86 / 51 Other vandalism	

Notes: 1 Housebreaking and attempted housebreaking in a dwelling includes connected domestic garages outhouses and sheds

9.2 Survey statistics

The SCJS produces two key measures of crime: incidence (the numbers of crimes) and prevalence (the risk of being a victim of crime or the victimisation rate). It also provides data on repeat victimisation. These are all presented in the 2012/13 SCJS Main Findings report.

Incidence and prevalence statistics were estimated for Scotland using data supplied by National Records of Scotland (NRS); Estimates of Households

and Dwellings in Scotland, 2010 (2,357,400 households) and Mid-2010 Population Estimates Scotland (4,310,300 adults).⁷⁰

9.2.1 Household and personal crimes

All of the 33 in-scope offence codes which are assigned in the SCJS relate either to crimes against the individual respondent (such as assault) or to crimes experienced by the respondent's household (such as housebreaking). With regard to crimes against individuals (personal crimes), respondents were asked to only provide information about incidents in which they themselves were the victim. If other household members had experienced personal crimes then this was not recorded in the survey (see section 5.3).

This important distinction between personal and household crimes affects how the survey statistics were calculated (sections 9.2.2 and 9.2.3) and how the data is analysed. [Annex 13](#) provides detail of which crimes are classified as household crimes and should therefore be analysed using the household weights (section 4.6).

9.2.2 Incidence and incidence rate

Incidence is defined as:

“The number of crimes experienced per household or adult.”

To calculate incidence, the number of crimes experienced by respondents or their household (section 9.2.1) was aggregated together for each offence code, based on up to five separate victim forms, and on the number of incidents in a 'series' (capped at five) recorded in the victim forms.

The incidence rate has also been calculated for key crime groups. This is calculated as the gross number of incidents multiplied by the product of 10,000 divided by the population (households or adults aged 16+ depending whether the crime group contains household or personal crimes) to give an incidence rate per 10,000. The incidence rate enables comparison between areas with differing populations and between data from the SCJS and from the Crime Survey for England and Wales (CSEW).

Incidence and incidence rates were estimated using incidence weights which include a grossing factor based on population estimates for the household and adult populations depending on whether the crime was classified as a household or personal crime.

Incidence variables are present in the respondent file (RF) data file and begin with INC. Users of the SPSS data files should note that the incidence figures for the crime groups 'all SCJS crime', 'property crime' and 'comparable crime'

⁷⁰ Data rounded to the nearest 50 and available from the NRS website: <http://www.gro-scotland.gov.uk/statistics/theme/index.html>

are produced by summing the component incidence figures rather than running the weighted frequencies for the relevant incidence variables.

9.2.3 Prevalence

Prevalence is defined as:

“The proportion of the population who were victims of at least one crime in the specified period.”

Prevalence takes account of whether a household or person was a victim of a specific crime once or more in the reference period, not the number of times they were victimised. These figures were based on information from the victim form which was used to designate respondents and / or their households as victims, or non-victims. The percentage of households or individuals in the population that were victims provides the prevalence. This equates to the *risk* of being a victim of crime and is also referred to as the *rate of victimisation*.

Prevalence was estimated using population estimates for the household and adult populations depending on whether the crime was classified as a household or personal crime (section 9.2.1).

Where crimes are grouped together in a way that includes both household and personal crime, prevalence was calculated using the population estimates for adults. This follows the practice adopted by the CSEW and includes;

- Property crime;
- Comparable crime;
- ‘All SCJS crime’ (crime overall).

Prevalence variables are included in the respondent file (RF) data file and begin with PREV.

9.2.4 Repeat victimisation

The SCJS classifies a household or adult as a repeat victim if they are the victim of the same crime more than once in the 12 month reference period. If all victims had only been the victim of one crime in the reference period, incidence and prevalence would be the same. Repeat victimisation accounts for differences between incidence and prevalence. Higher levels of repeat victimisation mean there is a relatively lower prevalence compared with incidence.

Repeat victimisation is calculated as a percentage of household or adult victims according to the crime group. Where both household and personal crimes are grouped together, repeat victimisation is calculated as a percentage of the population of adult victims.

Repeat victimisation variables are included in the respondent file (RF) data file and begin with REP.

9.3 Crime groups

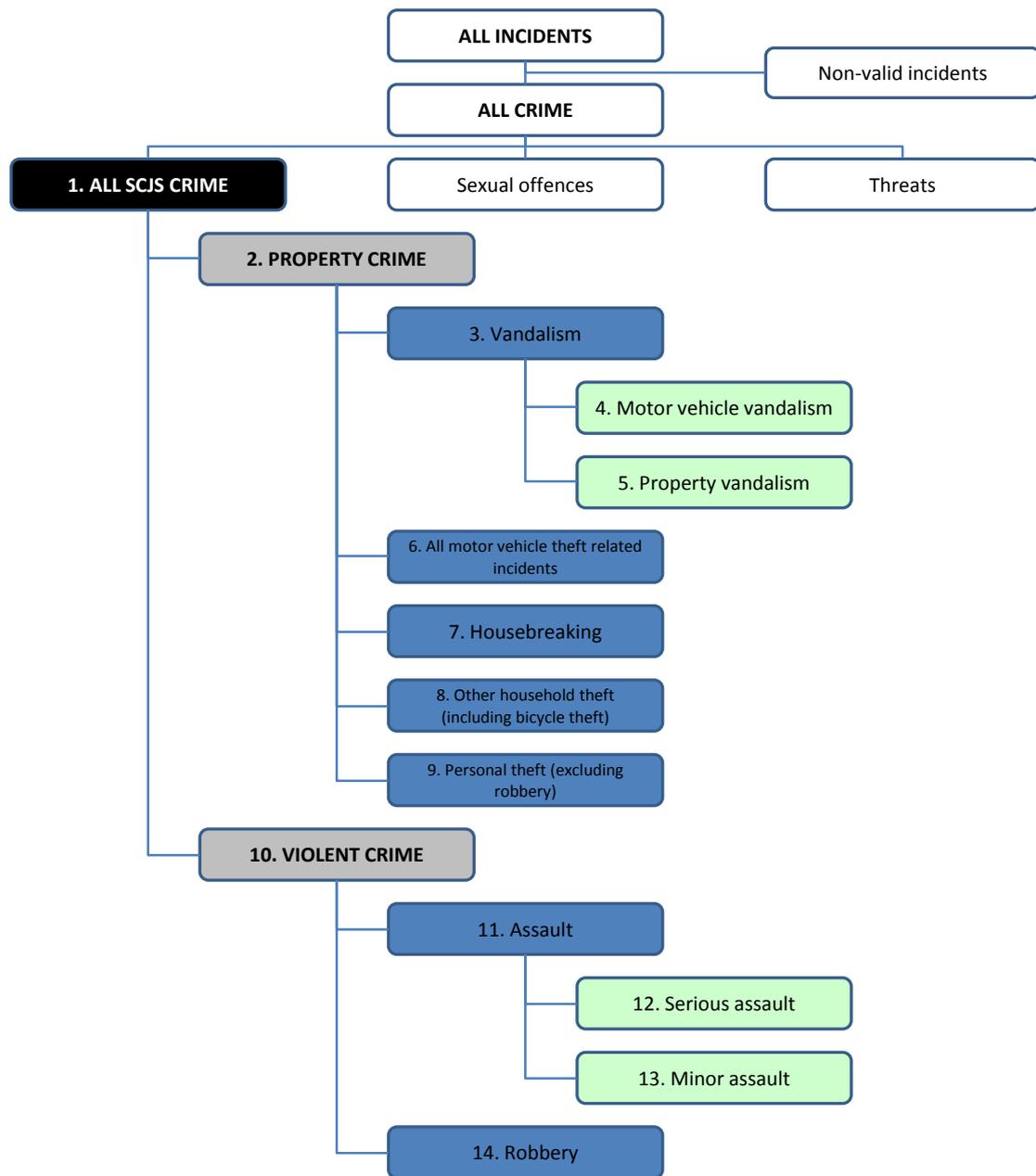
'All SCJS crime' (overall crime) can be broken down into various subgroups of crimes for analysis purposes. There are a total of 13 subgroups which are used in the analysis in the 2012/13 SCJS Main Findings report as shown in Figure 9.1 below.

The two principal crime groups are property crime and violent crime. The level of risk associated with these groups of crimes differs, along with the characteristics of the crimes, and victims' experience and perception of them. These two principal groups can also be further broken down into seven groups (as noted in Table 9.1), and three further subgroups are also shown for vandalism and assault. All of these crime groups are discussed in more detail below. [Annex 9](#) also shows how each of these groups is composed of the 33 individual in-scope offence codes (section 9.1.5).

As well as these crime groups, the respondent file (RF) data file also includes a number of other crime group variables which have been used or analysis of past Scottish crime surveys.

Each of the crime groups has a variable for incidence and one for prevalence.

Figure 9.1: Crime groups used in the SCJS 2010/11 Main Findings report



9.3.1 Crime group descriptions

The descriptions of the crime groups below follow the basic order of Figure 9.1 above and the Annex 1 tables in the used in the SCJS 2012/13 Main Findings report. Descriptions for comparable crime groups are also included (section 9.3.2). Variable names are included in square brackets after the heading for each crime group.⁷¹

⁷¹ Variables in the SPSS data files will be prefaced by INC for incidence variables and PREV for prevalence variables.

1. 'All SCJS crime' [variable *surveycrime*]

'All SCJS crime' includes all property crime and all violent crime, but excludes threats and sexual offences (section 9.1.3).

'All SCJS crime' is used throughout the Main Findings report and all of the other crime groups are subgroups of 'all SCJS crime'. Estimates of overall incidence and prevalence of crime in Scotland are calculated using 'all SCJS crime'. As 'all SCJS crime' includes both household and personal crimes, prevalence and repeat victimisation are calculated based on the adult population. Users of the SPSS data files should note that the figures for incidence for all SCJS crime are produced by summing the incidence figures for property and violent crime.

2. Property crime [variable *property*]

This crime group includes vandalism; all motor vehicle theft related incidents; housebreaking; other household theft (including bicycle theft); and personal theft (excluding robbery).

Property crime is one of the main crime groups used in the Main Findings report (together with violent crime). As property crime includes both household and personal crimes, prevalence and repeat victimisation are calculated based on the adult population. Users of the SPSS data files should note that the figures for incidence for property crime are produced by summing the incidence figures for these component crime groups.

3. Vandalism [variable *vand*]

Vandalism involves intentional and malicious damage to property (including houses and vehicles). In the Criminal Justice (Scotland) Act 1980, vandalism became a separate offence defined as wilful or reckless destruction or damage to property belonging to another. Cases which involve only nuisance without actual damage (for example, letting down car tyres) are not included. Where criminal damage occurs in combination with housebreaking, robbery or violent offences it is these latter crimes that take precedence.

Vandalism is a subgroup of property crime.

4. Motor vehicle vandalism [variable *motovvand*]

This crime group includes any intentional and malicious damage to a motor vehicle such as scratching a coin down the side of a car, or denting a car roof. It does not, however, include causing deliberate damage to a car by fire. These incidents are recorded as fire-raising and therefore included in vandalism to other property. The SCJS only covers vandalism against vehicles belonging to private households; that is, cars, vans, motorcycles, scooters and mopeds which are either owned or regularly used by anyone in the household. Lorries, heavy vans, tractors, trailers and towed caravans were generally excluded from the coverage of the SCJS as these are usually the property of an employer and not for personal use.

Motor vehicle vandalism is a subgroup of vandalism.

5. Property vandalism [variable *propvand*]

Vandalism to the home and other property involves intentional or malicious damage to doors, windows, fences, plants and shrubs for example. Vandalism to other property also includes arson where there is any deliberate damage to property belonging to the respondent or their household (including vehicles) caused by fire, regardless of the type of property involved.

Property vandalism is a subgroup of vandalism.

6. All motor vehicle theft related incidents [variable *allmvtheft*]

The SCJS covers three main categories of vehicle theft: 'theft of motor vehicles' referring to the theft or unauthorised taking of a vehicle, where the vehicle is driven away illegally (whether or not it is recovered); 'theft from motor vehicles' which includes the theft of vehicle parts, accessories or contents; and 'attempted thefts of or from motor vehicles', where there is clear evidence that an attempt was made to steal the vehicle or something from it (e.g. damage to locks). If parts or contents of the motor vehicle are stolen in addition to the vehicle being moved, the incident is classified as theft of a motor vehicle. Included in this category are cars, vans, motorcycles, scooters and mopeds which are either owned or regularly used by anyone in the household. Lorries, heavy vans, tractors, trailers and towed caravans were generally excluded from the coverage of the SCJS as these are usually the property of an employer and not for personal use.

All motor vehicle theft related incidents are a subgroup of property crime.

7. Housebreaking [variable *housebreak*]

In Scottish law, the term 'burglary' has no meaning although in popular usage it has come to mean breaking into a home in order to steal the contents. Scottish law refers to this as 'theft by housebreaking'.

Respondents who reported that someone had broken into their home with the intention of committing theft (whether the intention was carried out or not) were classified as victims of housebreaking. Entry must have been by forcing a door or via a non-standard entrance. Thus, entry through unlocked doors or by using false pretences, or if the offender had a key, were not housebreaking (they would fall into 'other household theft'). The definition of housebreaking used in this report is the same as the definition used in previous reports but differs from the definition used prior to the 2003 report.⁷²

⁷² The definition was changed in 2003 to mirror more accurately the Scottish police recorded crime definition of domestic housebreaking by including housebreakings to non-dwellings (such as sheds, garages and out-houses) which are directly connected to the dwelling

Housebreaking is a subgroup of property crime.

8. Other household theft (including bicycle theft) [variable *otherhousetheftcycle*]

This crime group includes actual and attempted thefts from domestic garages, outhouses and sheds that are not directly linked to the dwelling. The term also includes thefts from gas and electricity prepayment meters and thefts from outside the dwelling (excluding thefts of milk bottles etc. from the doorstep). 'Thefts in a dwelling' are also included in this group; these are thefts committed inside a home by somebody who did not force their way into the home, and who entered through a normal entrance (examples include guests at parties, workmen with legitimate access, people who got in using false pretences, or if the respondent left a door open or unlocked). Theft of a bicycle is also included.

Other household theft (including bicycle theft) is a subgroup of property crime.

9. Personal theft (excluding robbery) [variable *perstheft*]

This group of crime includes actual and attempted 'snatch theft', 'theft from the person' where the victim's property is stolen directly from the person of the victim but without physical force or threat of force and 'other personal theft' which refers to theft of personal property outside the home where there was no direct contact between the offender and the victim.

Personal theft is a subgroup of property crime.

10. Violent crime [variable *violent*]

The coverage of violent crime consists of actual and attempted minor assault, serious assault and robbery. Sexual offences are not included (section 9.1.3).

Violent crime is one of the main crime groups used in the Main Findings report (together with property crime).

11. Assault [variable *assault*]

In the SCJS, the term assault refers to two categories:

- Serious assaults, comprising incidents of assault which led to an overnight stay in hospital as an in-patient or which resulted in specific injuries regardless of whether or not the victim stayed in hospital overnight;
- Minor assaults, which are actual or attempted assaults resulting in no or negligible injury.

Assault is a subgroup of violent crime.

12. Serious assault [variable *serassault*]

An assault is classified as serious if the victim sustained an injury resulting in an overnight stay in hospital as an in-patient or any of the following injuries whether or not they was detained in hospital: fractures, internal injuries, severe concussion, loss of consciousness, lacerations requiring sutures which may lead to impairment or disfigurement or any other injury which may lead to impairment or disfigurement.

Serious assault is a subgroup of assault.

13. Robbery [variable *rob*]

This term refers to actual or attempted theft of personal property or cash directly from the person, accompanied by force or the threat of force. Robbery should be distinguished from other thefts from the person which involve speed or stealth.

Robbery is a subgroup of violent crime.

9.3.2 Comparable crime group descriptions

Comparable crime groups are used to compare SCJS data with police recorded crime statistics (section 12.1).

Comparable crime [variable *comparcrime*]

Only certain categories of crime covered by the SCJS are directly comparable with police recorded crime statistics (section 12.1). These categories are collectively referred to as comparable crime. Comparable crime can be broken down into the following three crime groups:

- Acquisitive crime: comprising housebreaking, theft of a motor vehicle and bicycle theft;
- Vandalism: including both vehicle and property vandalism;
- Violent crime: comprising assault and robbery.

Section 9.3.1 above provides definitions of vandalism and violent crime. Acquisitive crime is defined below.

Acquisitive crime [variable *acquis*]

Acquisitive crime consists of three crime groups / offence codes: housebreaking, theft of a motor vehicle and bicycle theft. Housebreaking is defined above in section 9.3.1 and theft of a motor vehicle is part of the all motor vehicle theft related incidents crime group. Bicycle theft is defined as theft of a bicycle from outside a dwelling. Almost all bicycles were stolen in this way. Bicycle thefts which take place inside the home by someone who is not trespassing at the time are counted as theft in a dwelling (a subgroup of other household theft including bicycle theft); and thefts of bicycles from inside the home by a trespasser are counted as housebreaking.

10 DATA OUTPUT

10.1 Introduction

The main outputs provided to the Scottish Government by TNS BRMB are SPSS data files, delivered on an annual basis at the end of the survey. There are three separate SPSS data files provided:

- Respondent file (RF);
- Victim form file (VFF);
- Self-completion file (SCF).

This section provides detail of the content and structure of the three files, the conventions used in them.

10.1.1 *Respondent file*

The RF data file is produced at the level of the individual respondent and contains all questionnaire data and associated variables, excluding information that is collected in the victim form or the self-completion questionnaire. The file also contains additional variables such as geo-demographic variables from the sample data (for example, Police Force Area and Scottish Index of Multiple Deprivation) and the derived variables for incidence and prevalence measures. Data for all respondents is provided in the RF file, irrespective of whether they are classified as victims or non-victims.

10.1.2 *Victim form file*

The VFF data file is produced at the level of the individual incident and contains all the data collected in the victim form. Thus, an individual respondent who reported three separate incidents and completed three victim forms would have three separate records in the VFF data file.

All victim forms are included in the file; including cases where the incident occurred outside of the reference period or outside of Scotland. These records were not used for analysis and contain very little information (the victim form questionnaire is terminated in these cases – section 5.4.1 and 5.4.2), but are retained on the file for use by researchers who may wish to examine this data. Similarly, victim forms which were assigned a non-valid offence code (and therefore were not used in the production of the ‘all SCJS crime’ statistics from the survey) are also retained (section 9.1).

10.1.3 *Self-completion file*

The SCF data file is produced at the level of the respondent and contains all of the data and associated variables in the self-completion questionnaire (illicit drug use, stalking and harassment, partner abuse and sexual victimisation) as well as the key demographic variables from the RF data file. The file can also

be linked to the RF data file for analysis purposes via use of the variable SERIAL.

The variables which correspond to questions in illicit drugs section of the SCF data file do not contain responses for respondents who say they have ever taken semeron (a fictitious drug - section 5.7.2). These respondents (11 for the 2012/13 survey) are identified by the variable SEMERON.

10.2 Content of SPSS data files

The SPSS data files delivered to the Scottish Government and available from the UK Data Service contain different types of variables, including:

- Questionnaire variables (all files). SPSS variable names correspond to question labels from the questionnaire. Variable names are also repeated in variable labels;
- Incidence and prevalence variables (RF and SCF data files).
- Geo-demographic variables (all data files). All cases have a set of pre-specified geo-demographic variables attached to them, including Police Force Area (PFA), Community Justice Authority Area (CJAA), National Criminal Justice Board Area (NCJBA), Local Authority (LA),⁷³ Health Board Area (HBA), 2012 Scottish Index of Multiple Deprivation (SIMD)⁷⁴ and 2011-2012 Scottish Government Urban / Rural Classification;⁷⁵
- Coding variables (all data files). SOC2010 and NS-SEC codes (based on SOC2010) are included for the respondent (see section 8.2).
- Offence coding variables (all files). On the VFF data file, a full set of offence codes, including the history, are attached as outlined in section 8.1.2. The RF and SCF data files contain the final offence code assigned to each respondent's victim forms (section 8.1.2);
- Derived variables (all files). Many derived variables are also added to the files. There are two main types of derived variables:

⁷³ Four LAs were grouped to 'LA unspecified' as population values were low enough to present a disclosure risk if the specific Local Authority name was provided. These were Clackmannanshire, Eilean Siar, the Orkney Islands and the Shetland Islands. LA is the lowest level of geography available in the SPSS datasets.

⁷⁴ SIMD quintiles (SIMD_QUINT) and the 15% most deprived (SIMD_TOP) variables are included in the respondent file (RF) and self-completion file (SCF) data files. Scottish Government website: <http://www.scotland.gov.uk/Topics/Statistics/SIMD/>

⁷⁵ Details of the 2009-2010 Scottish Government Urban / Rural Classification can be found on the Scottish Government website: <http://www.scotland.gov.uk/Topics/Statistics/About/Methodology/UrbanRuralClassification>

- Flag variables that identify, for example, the date of interview, the month of issue, a victim or non-victim etc. On the VFF data file, flag variables include whether an incident was assigned and in-scope or out-of scope offence code (section 9.1.1), whether it was a series or a single incident (section 5.3.2), and others;
- Classificatory variables derived from the data. These included standard classifications such as banded age groups, household composition, tenure, etc;

Details of all of the derived variables in the data files are provided in a separate file available from the survey website and UK Data Service.

- Interviewer and observational variables (all files). All interviews had a small amount of observational data collected by interviewers in the CAPI script, such as whether the respondent required any help with the self-completion section of the questionnaire;
- Weighting variables (all files). See section 4.6 for further information on what these variables are and how they should be used.

10.3 Conventions used in SPSS data files

Consistency was retained between the SCJS 2008/09, 2009/10, 2010/11 and 2012/13 data files. In the majority of cases, SPSS variable names correspond to question labels from the questionnaire.

10.3.1 Case identifiers

There are two types of case identifiers in the data files: SERIAL (all files) and VSERIAL (victim form file [VFF] data file).

The unique identifier SERIAL consists of up to six digits and is present in the respondent file (RF) data file (where each individual case or record represents an individual respondent) as well as the VFF data file (where the identifier is no longer unique as respondents can have more than one victim form).

In the VFF, where each individual case or record represents a victim form, the unique case identifier (VSERIAL) is identical to SERIAL, but with the addition of the victim form number (01 to 05) at the end. This gives each victim form a unique identifier.

10.3.2 Don't know and refused values

Don't know and refused codes are standard on most questions. They have been assigned standard values in SPSS to aid data analysis:

- Don't Know: -1
- Refused: -2

For multicode variables in the SPSS data files, the variables relating to the don't know code are named ending '_dk' and for refused '_rf'.

10.3.3 Multiple response variables

Multiple response variables were set up as a set of variables equal to the total number of answers possible (including Don't Know and Refused and any additional codes added in the coding process – see section 8.1.3). Multiple response variables generally follow the format <question label><_><01> with the underscore denoting a multiple response variable and the number incrementing with each additional variable. Each variable was then given a value of '1' or '0', depending on whether the respondent gave that particular answer or not.

An example of a multiple response variable where there are seven possible answer categories, and so seven separate variables, is shown below:

QAGE: How old <was the person / were the people> who did it?
READ OUT. MULTICODE OK IF QWNO CODE 2, 3 OR 4.

1. Under school age (QAGE_01)
 2. Of school age (QAGE_02)
 3. Aged between 16 and 24 (QAGE_03)
 4. Aged between 25 and 39 (QAGE_04)
 5. Aged 40 or over? (QAGE_05)
- Don't Know (QAGE_dk)
Refused (QAGE_rf)

11 STATISTICAL SIGNIFICANCE AND CONFIDENCE INTERVALS

11.1 Statistical significance

SCJS estimates are based on a representative sample of the population of Scotland aged 16 or over living in private households. A sample, as used in the SCJS, is a small-scale representation of the population from which it is drawn.

Any sample survey may produce estimates that differ from the values that would have been obtained if the whole population had been interviewed. The magnitude of these differences is related to the size and variability of the estimate, and the design of the survey, including sample size.

It is however possible to calculate the range of values between which the population figures are estimated to lie; known as the *confidence interval* (also referred to as *margin of error*). At the 95 per cent confidence level, when assessing the results of a single survey it is assumed that there is a one in 20 chance that the true population value will fall outside the 95 per cent confidence interval range calculated for the survey estimate. Similarly, over many repeats of a survey under the same conditions, one would expect that the confidence interval would contain the true population value 95 times out of 100.

Because of sampling variation, changes in reported estimates between survey years or between population subgroups may occur by chance. In other words, the change may simply be due to which respondents were randomly selected for interview.

Whether this is likely to be the case can be assessed using standard statistical tests. These tests indicate whether differences are likely to be due to chance or represent a real difference. In general, only differences that are statistically significant at the five per cent level (and are therefore likely to be real as opposed to occurring by chance) are described as differences within this report.

11.2 Confidence intervals

11.2.1 – Change in sample structure and revision to design factors presented in the 2008-09, 2009-10 and 2010-11 SCJS reports

Confidence intervals around SCJS estimates are based on sampling variation calculations which reflect the stratified and, in some areas, clustered design of the survey, and also the weighting applied. They are often referred to as complex standard errors (CSEs). The values for these were calculated using the SAS Surveymeans module (<http://www.sas.com>).

In the 2010-11, 2009-10 and 2008-09 SCJS analysis, the samples were stratified, clustered and weighted. Accurate complex standard errors and confidence intervals were calculated using SAS Surveymeans module. The

calculation of the survey design factor (a measure of the survey efficiency) was based upon the clustering and stratification but **did not** take account of survey weighting.

In 2012-13, the SCJS sample design was altered to be stratified and weighted, but not clustered. Accurate complex standard errors and confidence intervals were calculated using SAS Surveymeans module. The calculation of the survey design factor (a measure of survey efficiency) was based upon the stratification **and** survey weighting. To take account of the survey weighting, the standard error for an equivalent simple random sample was approximated by calculating the standard error on the unweighted sample (which although not a true simple random sample, provides a practical approximation to such, given the more complex design of the actual survey sample).

To confirm, the exclusion of weighting from the 2010-11, 2009-10 and 2008-09 calculations means that the design factors presented in the survey reports for these years were underestimated, we estimate by a factor of around 1.3. The 2010-11, 2009-10 and 2008-09 SCJS reports estimated that most design factors that were calculated have values of less than 1.2 and suggested that the use of 1.2 would provide conservative estimates of confidence intervals for most estimates from the survey.

In summary, while the confidence intervals and complex standard errors reported in previous surveys are true, when calculating confidence intervals around results not contained in the report itself, an improved estimate of the generic design factor to be applied to standard errors results from these earlier survey years is around 1.5.

11.2.2 – All SCJS crime

Statistical significance for change in SCJS estimates for *all SCJS crime* cannot be calculated in the same way as for other SCJS estimates. This is because there is an extra stage of sampling used in the individual crime rate (selecting the adult respondent for interview) compared with the household crime rate (where the respondent represents the whole household). Technically these are estimates from two different, though obviously highly related, surveys. The Office for National Statistics (ONS) methodology group has provided an approximation method to use to overcome this problem. This method was also used by the BCS.

The approach involves producing population-weighted variances associated with two approximated estimates for overall crime. The first approximation is derived by apportioning household crime equally among adults within the household (in other words, converting households into adults). The second apportions individual crimes to all household members (converting adults into households).

The variances are calculated in the same way as for the standard household or individual crime rates (i.e. taking into account the complex sample design and weighting). An average is then taken of the two estimates of the

population-weighted variances. The resulting approximated variance is then used in the calculation of confidence intervals for the estimate of all SCJS crime. It is then used in the calculation of the sampling error around changes in estimates of *all SCJS crime*. This enables the determination of whether such differences are statistically significant.

This method incorporates the effect of any covariance between household and individual crime. By taking an average of the two approximations, it also counteracts any possible effect on the estimates of differing response rates by household size.

11.2.3 – 2012-13 survey design factors

If confidence intervals are not provided in the report for a variable of interest, then an approximation may be used. The standard error should be calculated assuming a simple random sample and the value multiplied by an appropriate design factor to provide the confidence interval. Design factors will differ for different types of crime and characteristics. Examination of the data indicates that most design factors that have been calculated have values of less than 1.3. This suggests that the use of 1.3 would provide a reasonable and often conservative estimate of the design factor for most estimates from the survey.

11.2.4 – summary of confidence intervals around key survey results

Table 11.1 shows the following for the key crime groups:

- The estimates for incidence rates per 10,000 adults / households;
- The 95% confidence intervals;
- The approximated simple random sample (SRS) standard error;
- The complex, or SCJS sample, standard error;
- The design factor.

**Table 11.1: Rates, confidence intervals, standard errors and design factors for key crime groups (incidence rate per 10,000)
SCJS 2012-13**

<i>Crime rates per 10,000</i>	Best estimate	Confidence interval	SRS standard error	Complex standard error	Design factor
ALL SCJS CRIME	2,783	179	83	91	1.10
PROPERTY CRIME	1,977	125	57	64	1.11
Vandalism	925	125	57	64	1.11
Motor vehicle vandalism	543	59	28	30	1.09
Property vandalism	382	59	26	30	1.18
All motor vehicle theft related inci	210	35	15	18	1.15
Theft of a motor vehicle	17	8	4	4	1.06
Theft from a motor vehicle	169	32	14	16	1.20
Attempted theft of / from motor veh	24	11	6	6	0.94
Housebreaking	147	30	12	15	1.25
Other household thefts inc. bicycl	713	70	31	36	1.17
Other household theft	571	64	28	32	1.17
Bicycle theft	143	28	12	14	1.17
Personal theft excluding robbery	245	40	15	21	1.38
Theft from the person	61	19	8	9	1.20
Other personal theft	184	36	13	18	1.45
VIOLENT CRIME	543	91	33	46	1.39
Assault	517	90	33	46	1.41
Serious assault	42	22	8	11	1.31
Robbery	26	12	5	6	1.14
COMPARABLE CRIME					
Vandalism	925	85	38	43	1.13
Acquisitive crime	306	42	18	21	1.21
Violent crime	543	91	33	46	1.39

12 COMPARING THE SCJS WITH OTHER DATA SOURCES

12.1 Comparison with police recorded crime

The SCJS provides estimates of the level of crime in Scotland. It includes crimes that are not reported to or recorded by the police (as well as those that are), but is limited to crimes against adults resident in private households, and also does not cover all crime types (section 9.1.2).

Police recorded crime is a measure of those crimes reported to the police and recorded by them as a crime or offence.

In order to compare the estimates of crime from the SCJS and police recorded crime statistics, a comparable subset of crime was created for crimes covered by both measures and recorded in a consistent manner. Just under two-thirds (65%) of 'all SCJS crime' as measured by the SCJS 2012/13 falls into categories that can be compared with crimes recorded by the police. The SCJS 2010/11 estimated 64% of comparable crime to be reported to the police.

It is possible to make comparisons between the SCJS and police recorded crime statistics for three crime groups (Figure 12.1):

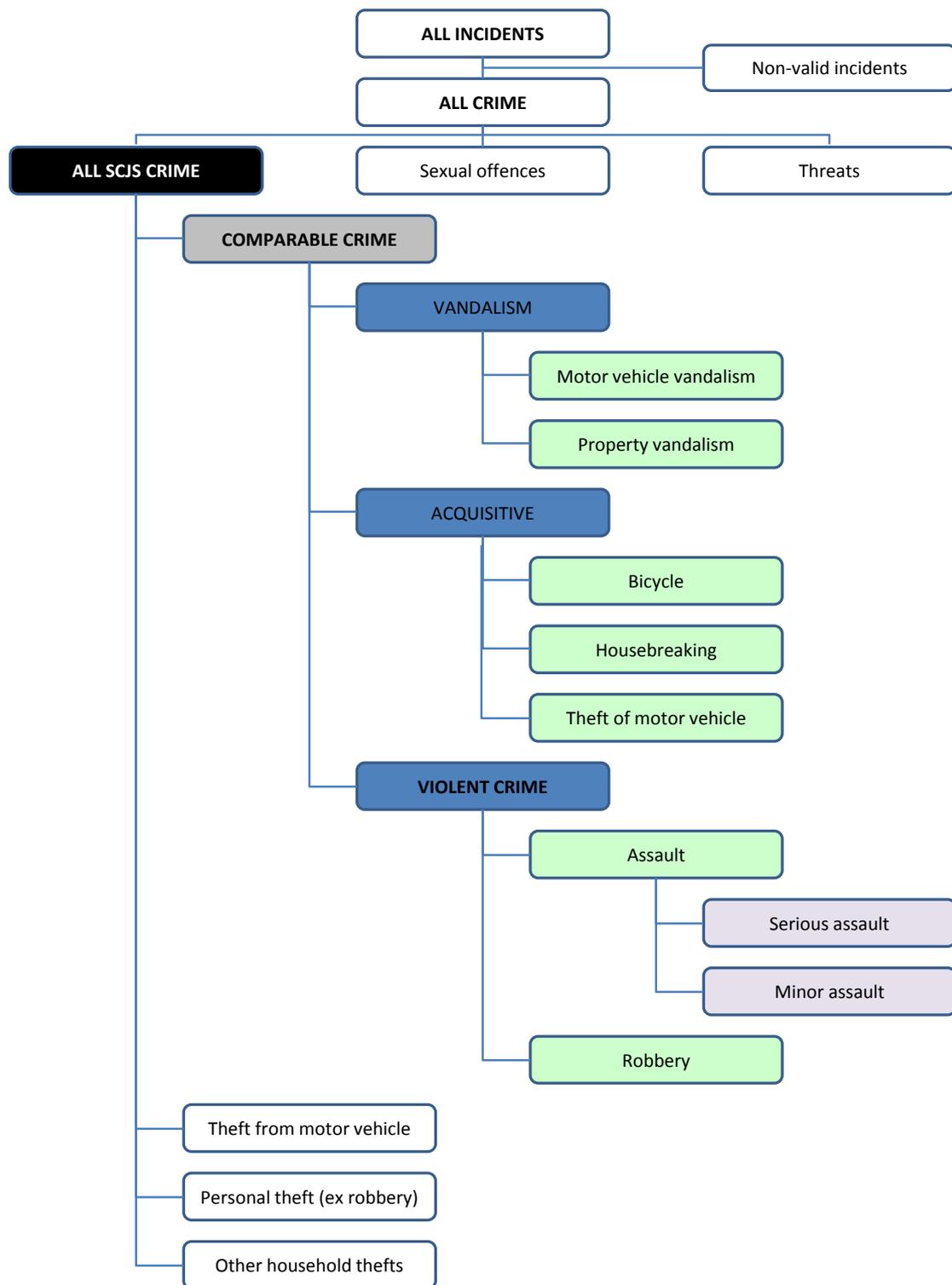
- Vandalism (including motor vehicle vandalism and property vandalism);
- Acquisitive crime (including bicycle theft, housebreaking and theft of motor vehicles);
- Violent crime (including assault and robbery).

Section 9.3.1 provides further information about these crime groups.

To enable comparison, estimates of the total number of comparable crimes in Scotland were obtained by grossing up the number of crimes identified in the SCJS using National Records of Scotland (NRS) estimates (section 9.2).

'All SCJS crime' estimates are based on interviews conducted between the 1st of April 2012 and the 31st of March 2013. Interviews were conducted continuously through this fieldwork period. Respondents were asked about crimes they experienced in the 12 months prior to the interview (the reference period – section 7.1). The rolling reference period used in the SCJS means that the data collected centres around March 2012, the only month to be included in all respondents' reference period.

Figure 12.1: Comparable crime groups



12.2 Police recorded crime statistics

Police recorded crime statistics used in this report relate to crimes committed in the financial year between April 2012 and March 2013. The figures presented in this volume were published in June 2013.⁷⁶

Various adjustments were made to the recorded crime categories by Scottish Government statisticians to maximise comparability with the SCJS. In previous crime surveys in Scotland the police recorded crime statistics were adjusted further to remove crimes against victims aged 15 or younger and crimes against businesses. However, for the SCJS the adjustments have not been made for the following reasons:

- This further adjustment came from a Strathclyde police survey from 2002 which was before the change to recorded crime practices brought about by the Scottish Recorded Crime Standard so it may not be valid any longer;
- In addition, the adjustment may still be appropriate but given that the data from the SCJS can now be provided at police force area (PFA) level it is not appropriate to use Strathclyde's adjustment across all forces. Information to undertake this adjustment using local police force sources did not exist at the time of publication.

The decision not to adjust police recorded crime statistics is consistent with established practice on the CSEW.

12.3 Comparison with the Crime Survey for England and Wales

The coding of crimes differs between the SCJS and the Crime Survey for England and Wales (CSEW – formerly the British Crime Survey BCS) which reflects the different criminal justice systems in which they operate. These differences should be borne in mind when comparisons are made between SCJS and CSEW estimates in this report. One general difference is that the SCJS includes crimes where the offender is mentally ill or a police officer (these crimes are excluded in the CSEW estimates).

The SCJS also differs from the CSEW in that it prioritises assault over other crimes when coding offences. For example, if an incident includes both vandalism and assault, the assault component will be assumed to be more serious unless it is clear that the damage to property was the most serious aspect of the incident. This is not the case with the CSEW where vandalism has priority over assault.

In addition, the intent of the offender to cause harm is not taken into consideration in the SCJS and the offence code given relies only on the

⁷⁶ The statistical bulletin for police recorded crime in Scotland for 2012/13 is available from the Scottish Government website: <http://www.scotland.gov.uk/Publications/2013/06/9697>

injuries that the victim received. The intention of the offender is taken into consideration when assigning offence codes for assaults in the CSEW.

The definition of burglary in England and Wales as measured by the CSEW and the definition of housebreaking in Scotland as measured by the SCJS differ in two ways:

1. The mode of entry;

In Scotland, housebreaking occurs when the offender has physically broken into the home by forced entry or come in the home through a non-standard entry point such as a window. Even if the offender pushed past someone to gain entry to the home, this would not be coded as housebreaking in Scotland.⁷⁷

Burglary measured by the CSEW in England and Wales does not necessarily involve forced entry; a burglar can walk in through an open door, or gain access by deception.

2. The intention of the offender;

Burglary from a dwelling in England and Wales as measured by the CSEW includes any unauthorised entry into the respondent's dwelling, no matter what incident occurs once the offender is inside. If the offender does not have the right to enter a home, but does so, this will be classified as burglary.

In Scotland, the SCJS records the incident as housebreaking only if there is evidence of either theft from inside the home or an intention to steal in the case of attempted break-ins.

⁷⁷ If a theft occurred in this instance, it would be included in the other household theft crime group.

ANNEX 1 - ISLANDS EXCLUDED FROM SAMPLE FRAME

Criteria for exclusion from the sample universe were a lack of fixed links or frequent, short ferry links and a very low number of address points. The following islands were excluded from the sample frame.

Table A1.1: Island's excluded from the sample frame - pre sample selection

Local authority	Island	Number of addresses
Orkney Islands	Eday	74
Orkney Islands	Papa Westray	41
Shetland Island	Bruray	12
Shetland Island	Fair Isle	20
Shetland Island	Foula	12
Shetland Island	Housay	18

Once the sample was selected, further island addresses were excluded from the sample. The additional exclusions were made due there being such a small number of address points selected on the islands that undertaking the fieldwork would not have been economically viable. The following islands were excluded from the sample frame, after the sample was selected.

Table A1.2: Island's excluded from the sample frame - post sample selection

Local authority	Island	Number of addresses
Argyll and Bute	Coll	99
Argyll and Bute	Colonsay	107
Argyll and Bute	Gigha	64
Argyll and Bute	Islay	1550
Argyll and Bute	Jura	132
Eilean Siar	Barra	541
Eilean Siar	Berneray (North)	90
Eilean Siar	Eriskay	67
Eilean Siar	Vatersay	39
Highland	Muck	9
Highland	Raasay	135
Orkney Islands	Graemsay	10
Orkney Islands	Hoy	198
Orkney Islands	Rousay	94
Orkney Islands	Sanday (Orkney)	196
Orkney Islands	Shapinsay	117
Orkney Islands	Stronsay	121
Orkney Islands	Westray	239
Shetland Island	Fetlar	32
Shetland Island	Unst	305
Shetland Island	Whalsay	304
Shetland Island	Yell	337

ANNEX 2 - POPULATION TARGETS USED FOR WEIGHTING

Estimates and projections of household and individual populations published by the National Records of Scotland (NRS) were used for weighting calculations. Source notes are provided below the tables. Estimates are rounded to the nearest 50.

Table A2.1: Population targets used for weighting

PFA	CJAA	Housheolds in urban areas (b)	Households in rural areas (b)	Estimated households population (a)	Estimated adult population (c)
Central Scotland	Fife & Forth	97,750	32,500	130,250	242,000
Dumfries & Galloway	South Wes	19,850	48,850	68,700	123,750
Fife	Fife & Forth	106,750	55,050	161,800	302,400
Grampian	Northern	135,000	113,100	248,100	458,550
Lothian & Borders	Lothian & B	327,300	99,200	426,500	799,200
Northern	Northern	26,400	107,850	134,250	240,150
Strathclyde	Glasgow	282,500	-	282,500	500,700
Strathclyde	Lanarkshire	227,650	56,150	283,800	519,650
Strathclyde	North Strat	219,100	59,100	278,200	514,000
Strathclyde	South Wes	98,500	69,150	167,650	303,850
Tayside	Tayside	124,000	62,400	186,400	337,200
Total Scotland		1,664,800	703,350	2,368,150	4,341,450

(a) Source: Estimates of Households and Dwellings in Scotland, 2011 (published 14th June 2012): <http://www.gro-scotland.gov.uk/statistics/theme/households/estimates/2011/tables.html>, and

2011 projections from Household Projections for Scotland, 2010-based (published 14th June 2012): <http://www.gro-scotland.gov.uk/statistics/theme/households/projections/2010-based/tables.html>.

(b) Source: As (a) above and Scottish Government Urban / Rural Classification, 2011-2012 (published 28th August 2012): <http://www.scotland.gov.uk/Topics/Statistics/About/Methodology/UrbanRuralClassification>, and Royal Mail Postcode Address File (PAF) Y11M11.

(c) Source: Mid-2011 Population Estimates Scotland (published 31 May 2012): <http://www.gro-scotland.gov.uk/statistics/theme/population/estimates/mid-year/archive/2011/index.html>.

ANNEX 3 - TARGET SAMPLE SIZE AND ISSUED ADDRESSES BY FIELDWORK MONTH

Target numbers of interviews were set with an equal spread across each month (1,000 per month). This required the issue of larger numbers of original first-issue addresses in the early months of the survey year than in later months. In the first two months of the fieldwork year (April and May 2012) all interviews were conducted on original first-issue addresses, i.e. interviewers were calling at addresses for the first time. Thereafter a proportion of interviews conducted in each month were using re-issued non-productive sample from an earlier month. In March 2013, the final month of fieldwork for the 2012/13 survey, re-issued sample accounted for a higher proportion of interviews than in any previous month.

Table A3.1: Target sample size by month

Month of issue	Target interviews	Issued 1 st issue adds.
April	1005	1852
May	1005	1674
June	1005	1587
July	1005	1579
August	1005	1616
September	1005	1562
October	1005	1585
November	1005	1569
December	1005	1592
January	1005	1565
February	1005	1603
March	1005	1337
Total	12058	19121

ANNEX 4 - SAMPLE STRATA

Analysis of SCJS was required by Community Justice Authority Area (CJAA) and Police Force Area (PFA). However, in order to align the SCJS with the Scottish Household Survey and the Scottish Health Survey, local authorities were used as the sample strata. The construction of PFAs and CJAA from the local authority strata is shown below.

Table A3.1: PFA/CJAA strata for sampling and weighting

Weighting Strata	Police Force Area	Community Justice Authority Area	Local Authority
1	Central	Fife and Forth Valley	Clackmannanshire
			Falkirk
			Stirling
2	Dumfries and Galloway	South West Scotland	Dumfries and Galloway
3	Fife	Fife and Forth Valley	Fife
4	Grampian	Northern	Aberdeen City
			Aberdeenshire
			Moray
5	Lothian and Borders	Lothian and Borders	East Lothian
			Edinburgh City
			Midlothian
			Scottish Borders
			West Lothian
6	Northern	Northern	Eilean Siar
			Highland
			Orkney
			Shetland
7	Strathclyde	Glasgow	Glasgow
8	Strathclyde	Lanarkshire	North Lanarkshire
			South Lanarkshire
9	Strathclyde	North Strathclyde	Argyll and Bute
			East Dunbartonshire
			East Renfrewshire
			Inverclyde Renfrewshire
			West Dunbartonshire
10	Strathclyde	South West Scotland	East Ayrshire
			North Ayrshire
			South Ayrshire
11	Tayside	Tayside	Angus
			Dundee City
			Perth and Kinross

ANNEX 5 - CAPI OUTCOME CODES AND REISSUE CRITERIA

For each address issued, an outcome had to be coded from the list below. All, with the exception of codes 31 to 38, 59 and 18 were eligible for reissue.

Response Code / Description	Reissue (Y/N)
31 Not yet built / under construction	N
32 Derelict / demolished	N
33 Vacant / empty housing unit	N
34 Non-residential address	N
35 Communal establishment / institution	N
36 Not main residence	N
37 Other ineligible	N
38 Inaccessible	N
39 Unable to locate address	Y
40 No contact with anyone	Y
41 No contact with selected respondent	Y
42 No contact with responsible adult (U18 interview)	Y
43 Appointment to interview	Y
44 Appointment to call back	Y
52 Refused Household information - potential to convert	Y
54 Refused all information - no market research / interview too long	Y
55 Refused all information - won't give personal info. / don't trust gov.	Y
56 Refused all information - door slammed / swearing	Y
57 Refused all information - death in family	Y
58 Refused all information - other	Y
59 Office refusal	N
60 Selected person refused - potential to convert	Y
61 Selected person refused - no market research / Interview too long	Y
62 Selected person refused - won't give personal info. / don't trust gov.	Y
63 Selected person refused - too busy / no time	Y
64 Selected person refused - death in family	Y
65 Selected person refused - not interested in subject matter	Y
66 Selected person refused - other family / partner objection	Y
67 Selected person refused - other	Y
68 Proxy refusal - potential to convert	Y
69 Proxy refusal - too busy, no time	Y
70 Proxy refusal - death in family	Y
71 Proxy refusal - other family / partner objection	Y
72 Proxy refusal - other	Y
73 Parental Permission refused - possibility to convert	Y
74 Parental Permission refused - interviewer gender	Y
75 Parental Permission refused - other	Y
76 Broken Appointment / no further contact	Y
77 Selected person ill at home during survey period	Y
78 Away / in hospital throughout field period	Y
79 Unable to take part due to physical or learning disability or difficulty	Y
80 Language difficulties	Y
81 Other unproductive	Y

82	Partial interview	Y
18	Successful interview	N

ANNEX 6 - ADVANCE LETTER AND LEAFLET

All selected addresses were sent a letter from the Scottish Government in advance of an interviewer calling at the address. Included with the advance letter was a leaflet from the Scottish Government which provided people with further details about the survey.

Interviewers were also issued with an amended copy of the advance letter to hand to a responsible adult in the household in cases where the household member randomly selected for interview was aged 16 or 17 years. The letter asked for permission to approach the young person selected for interview.

The text contained in these is provided below. [Section 6.4.1](#) provides further details of procedures relating to the advance letter and leaflet.

ADVANCE LETTER TEXT

Dear Sir/Madam,

Scottish Crime and Justice Survey

I would like to ask for your help with the Scottish Crime and Justice Survey (SCJS), a very important survey used by Scottish Government to make decisions about crime and justice policy which affect everyone in Scotland. The SCJS provides information on the people of Scotland's perceptions and experience of crime and victimisation, on their attitudes to the police, the courts and prisons, and on their general impressions of how safe from crime and disorder Scottish society really is. This is your opportunity to make your voice heard on issues that really matter to you.

Your household has been chosen at random to take part in this survey. To ensure that the final results are accurate, we must interview people from all over Scotland and from all walks of life. This is why it is important to make sure that your views are included. Over 13,000 people took part when this survey was last conducted in 2010/11.

The survey is carried out for the Scottish Government by professional interviewers from Kantar Operations / TNS BMRB. In the next few days an interviewer will call at your house. They will carry an identification card from Kantar which includes a photo and an interviewer number. The interviewer will also need to select one person from your household to interview. Please show this letter to any other people in your household in case they are selected.

Your answers will be kept completely confidential (in accordance with the Data Protection Act 1998) and will be used for statistical and research purposes only. No details will be passed to commercial organisations and no information that allows you to be identified will be made public.

The enclosed leaflet can tell you more about this very important survey. For further information, with the reference number at the top of this letter to hand, you can also contact Kantar Operations / TNS BMRB on freephone 0800 018 0398 or contact the Scottish Government SCJS Team on 0131 244 3012, email scottishcrimeandjusticesurvey@scotland.gsi.gov.uk or see www.scotland.gov.uk/scjs.

I do hope you will take part. Thank you in advance for your cooperation.

Yours faithfully,

Stuart King

Project Director, Scottish Crime and Justice Survey

SURVEY LEAFLET TEXT

@ What is the Scottish Crime and Justice Survey?

It is a survey of households across the whole of Scotland. The aim of the survey is to provide information about the amount of crime suffered by people in Scotland, including crimes that are not reported to the police. It also asks about people's opinions on crime and justice in Scotland.

@ Who carries out the survey?

The survey is being carried out by interviewers from Kantar Operations / TNS - BMRB on behalf of the Scottish Government.

@ Why are you choosing my household?

Every year we randomly select about 19,000 addresses from the Royal Mail address list. This random selection is important because we want to interview a wide cross-section of people to represent the experiences of the entire Scottish public.

@ Why should I take part?

The Scottish Government needs to hear about your views and experiences of crime. If we missed particular types of household, our overall picture would be wrong. We need to interview all types of people, whether you have been a victim of crime or not.

@ What questions will the interviewer ask?

The survey will be conducted with a randomly chosen adult in your household. It starts by asking about your perceptions of crime and your experience of crime in the past year. There are also some questions on your views on organisations like the police. At the end, there is a section for you to complete by yourself, privately, about other experiences of crime.

@ How is the survey used?

The Scottish Government, Ministers and Police Forces use the results to help make key policy decisions about crime and justice which affect all of us. The information is used to:

- find out who is most at risk of crime;
- find out about how crime affects victims;
- check if policies intended to improve problems with crime are working.

@ Is the survey confidential?

Yes, absolutely. Your information is treated with the strictest confidence and stored according to the Data Protection Act. It is used to produce anonymous information for decision-making in government and for genuine research purposes only. Your personal details (e.g. name and address) will not be passed to Scottish Government or any other organisation.

Who do I contact if I have any queries?

Call freephone 0800 018 0398 if you have any queries about taking part.

For other enquiries, call the Scottish Government SCJS Team on 0131 244 3012. Please remember to leave your contact details so that someone can get back to you. You can also email scottishcrimeandjusticesurvey@scotland.gsi.gov.uk or visit the SCJS website: www.scotland.gov.uk/scjs

Example Survey Results

Being a victim of crime

The 2010/11 survey shows that around 1 in 6 people had been a victim of crime in the period covered by the survey.

Reporting to the police

Just less than 2 out of 5 crimes were reported to the police. Housebreaking was the most likely crime to be reported to the police.

Crime in the local area

74% of people thought that crime in their local area had stayed the same or reduced in the past 2 years.

Further results from the 2010/11 survey can be found in the publications area on our web pages at: www.scotland.gov.uk/scjs

Useful contacts

- | | |
|--|--------------------------------|
| ☎ Victim Support helpline: | 0845 603 9213 or 0845 3030 900 |
| ☎ Careline: | 0845 122 8622 |
| ☎ SupportLine Telephone Helpline: | 020 8554 9004 |
| ☎ Samaritans: | 08457 90 90 90 |
| ☎ Domestic Abuse helpline: | 0800 027 1234 |
| ☎ Rape Crisis: | 0808 801 0302 |
| ☎ Scottish Women's aid: | 0131 266 6606 |
| ☎ Men's advice line: | 0808 801 0327 |
| ☎ Mankind: | 0870 794 4124 |
| ☎ Childline Scotland: | 0800 11 11 |
| ☎ PETAL (Families Bereaved of Murder): | 01698 324 502 |
| ☎ Malicious phone calls: | 0800 666 700 |
- @ Victim Support Scotland:
www.victimsofcrimeinscotland.org.uk
- @ Scottish Drugs Forum: www.sdf.org.uk
- @ Scottish Government drugs information website 'Know the Score':
www.knowthescore.info Tel: 0800 587 5879

ADVANCE LETTER TEXT (RESPONDENT AGED 16 OR 17 YEARS)

Scottish Crime and Justice Survey

Dear Sir/Madam,

As you will know, your household has been randomly selected to take part in the Scottish Crime and Justice Survey (SCJS). **As the person who has been randomly selected is aged 16 or 17, we would like to ask your permission to approach them to take part in the interview.**

The survey asks people whether they have been personally affected by crime and about their views and experiences of the justice system. The survey includes questions about domestic abuse, sexual assault and drug use. However, respondents can refuse to answer these sections and as they are **self-completed** the interviewer will not read out the questions or see the answers. All answers to the survey are completely confidential and will be used for research purposes only.

If you are willing for us to approach the young person you have responsibility for, the interviewer will ask them if they are willing to take part. The interviewer will then arrange a convenient time to conduct the interview in your home. The survey is carried out for the Scottish Government by professional interviewers from Kantar Operations / TNS BMRB. The interviewer will carry an identification card from Kantar which includes a photo and an interviewer number.

If you require further information or would like to make an appointment for the interview, please call freephone 0800 018 0398 or email: scottishcrimeandjusticesurvey@scotland.gsi.gov.uk

Answers will be kept completely confidential (in accordance with the Data Protection Act 1998) and will be used for statistical and research purposes only. No details will be passed to commercial organisations and no information that allows you to be identified will be made public.

I do hope you will take part. Thank you in advance for your co-operation.

Yours faithfully

Stuart King

Project Director, Scottish Crime and Justice Survey

ANNEX 7 - PLAUSIBILITY AND CONSISTENCY CHECKS

A number of plausibility and consistency checks were included in the CAPI script. These are detailed below:

Main questionnaire

Section 1: General views on crime and social issues

- QSADDNE: If lived in area for less than 1 year (QSYAREA, code 1) but was living at address at start of reference period (QSADD, code 1) why this was the case.

Section 2: Victim form screener

- NSEPCHK_1 to _20: The number of incidents in a series must be two or greater.
- SEPDCHK_1 to _20: Date of earliest separate incident must be within the reference period.
- CNUMSER_1 to _20: The number of incidents in a series cannot be greater than the total number of incidents.
- LATCHK_1 to _20: The most recent incident in a series must be within the reference period.
- INCXCHK_1 to _20: The total number of incidents in a series and as separate incidents cannot be greater than the total number of incidents.

Victim form (Section 3): incident dates: series incidents

- DATESER: Dates of all incidents in a series cannot be before the reference period.
- CHECK1: The sum of incidents occurring across all quarters in a series in the reference period cannot be less than the total number of incidents.
- CHECK2: The sum of incidents occurring across all quarters in a series in the reference period cannot be greater than the total number of incidents.
- MTHQCHK: The most recent month in which an incident in a series occurred should not be after the most recent quarter in which part of a series occurred.
- MTHRECK: The most recent month in which an incident in a series occurred in cannot be before the reference period.
- QTRRECIN: The most recent quarter in which an incident in a series occurred cannot be before the reference period.
- QQCK: The most recent quarter in which an incident in a series occurred should not be after the most recent quarter in which part of a series happened.
- YRINC: The most recent incident in a series cannot be before the reference period.

Victim form (Section 3): incident dates: single incidents

- MTHINC2: The month the incident occurred in cannot be before the reference period.

- QTRINCID: The quarter the incident occurred in cannot be before the reference period.
- YRINCIB: The incident cannot be before the reference period.

Victim form (Section 3): incident details

- DESCRINC: The number of characters entered to describe the incident should be greater than 99 characters.
- QCHK1: Reason why victim form is for theft but nothing has been recorded as stolen (QSTO, code 2).
- BOTH1: Confirmation that car / van and vehicle parts stolen.
- BOTH2: Confirmation that motorcycle and vehicle parts stolen.
- QBAG1: Briefcase / handbag / shopping bag stolen but cash / cheque book / credit card not stolen.
- QBAG2: Briefcase / handbag / shopping bag stolen but ID or personal details not stolen.
- QPURSE1: Purse / wallet stolen but cash / cheque book / credit card not stolen.
- QPURSE2: Purse / wallet stolen but ID or personal details not stolen.
- QBACCUSE: Cheque book / credit card stolen but no money taken from account or charges added to account.
- QBACCUSE2: Noticed unusual activity in bank account but no money taken from account or charges added to account.
- QCHK2: Reason why victim form is for attempted theft from person but no attempt made to steal anything (QTRY, code 2).
- QCHK3: Reason why victim form is for housebreaking but no attempt made to steal anything (QTRY, code 2).
- QABAG1: Attempted theft of briefcase / handbag / shopping bag but no attempt to steal cash / cheque book / credit card.
- QABAG2: Attempted theft of briefcase / handbag / shopping bag stolen but no attempt to steal ID or personal details.
- QAPURSE1: Attempted theft of purse / wallet stolen but no attempt to steal cash / cheque book / credit card.
- QAPURSE2: Attempted theft of purse / wallet stolen but no attempt to steal ID or personal details.
- QCHK4: Reason why victim form is for vehicle damage / vandalism / damage to property but nothing damaged (QDAM, code 2).
- QCHKSEE: Reason why victim form is for assault / assault within household / threat of force or violence but respondent or anyone else did not have contact with offender (QSEE, code 2).
- QCHK5: Reason why victim form is for assault / assault within household but offender did not use force or violence (QFOR, code 2).
- QCHK6: Reason why victim form is for threats but offender did make threat (QTHR, code 2).

ANNEX 8 - SCJS OFFENCE CODES AND CRIME GROUPS

33 in-scope offence codes were used in the calculation of 'all SCJS crime'. The table below shows these codes and how they relate to the key crime groups used in the SCJS 2012/13 Main Findings report and contained in the SPSS data files. It also shows additional crime groups included in the SPSS data files, though not referenced in the SCJS reports (in the lower half of the table). All variable names in the SPSS data files are prefaced by either INC for incidence or PREV for prevalence.

	OFFENCE CODE DESCRIPTION	11	12	13	14	15	21	41	42	43	44	45	50	51	52	53	55	56	57	58	60	61	62	63	64	65	67	71	72	73	80	82	84	86
	OFFENCE CODE	In	H	H	H	H	H	H	H	H	H	H	H	H	H	H	In	H	H	H	H	H	H											
	WEIGHTING	In	H	H	H	H	H	H	H	H	H	H	H	H	H	H	In	H	H	H	H	H	H											
VARIABLE NAME	VARIABLE LABEL																																	
surveycrime (1)	All SCJS crime	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
property (2)	Property crime									1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
vand (3)	Vandalism																																	
motovvand (4)	Motor vehicle vandalism																																	
propvand (5)	Property vandalism																																	
allmvtheft (6)	All mv theft related incidents																					1	1	1	1									
housebreak (7)	Housebreaking													1	1	1																		
otherhouse theftcycle	Other h'hold theft (inc. cycle)												1					1	1	1	1					1	1							
perstheft (9)	Personal theft (excl. robbery)									1	1	1																	1					
violent (10)	Violent crime	1	1	1	1	1	1	1	1																									
assault (11)	Assault	1	1	1	1	1	1																											
serassault (12)	Serious assault	1			1	1																												
rob (13)	Robbery								1	1																								
acquis	Acquisitive crime													1	1	1									1									
comparcrime	Comparable crime	1	1	1	1	1	1	1	1					1	1	1						1	1	1	1									
theftfrommv	Theft from motor vehicle																					1		1										
atttheftmv	Att'pted theft of/from motor v.																											1	1					
theftofmv	Theft of motor vehicle																					1		1										
bicycletheft	Bicycle theft																								1									
otherhouse theft	Other household theft												1					1	1	1	1					1								
theftperson	Theft from the person								1	1	1																							
othertheft	Other personal theft																																	
house	Household crime												1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Out-of-scope codes can be grouped into two categories:

- **Sexual offence or threat codes:** 12 offence codes related to sexual offences or threats (not included in the 'all SCJS crime' statistics).
- **Non-valid codes:** 21 offence codes for classifying incidents recorded in the victim form which were non-valid incidents (outside of Scotland or the reference period, duplicate incidents), where not enough information was collected to make an accurate classification, where the respondent or household was not the victim or the victim form was skipped. As with the sexual offence or threat codes, these 21 codes were not included in the 'all SCJS crime' statistics produced by the survey.

Code / Description	Type
19 Other assault outside of the survey's coverage	
39 Sexual offence outside the survey's coverage	
48 Possibly theft but could have been loss / possibly attempted theft, but could have been innocent	
49 Other robbery or theft from the person outside the survey's coverage	
54 Possible attempted housebreaking (insufficient evidence to be sure)	
59 Other housebreaking, outside of the survey's coverage	NON-VALID
66 Theft of milk bottles from outside dwelling	
68 Possible theft, possible lost property	
69 Other theft outside of the survey's coverage	
79 Attempted theft falling outside survey's coverage	
87 Possibly vandalism / possibly accidental damage / nuisance with no damage	
88 Attempted vandalism (no damage actually achieved)	
89 Other vandalism outside of the survey's coverage	
99 Other threats / intimidation outside of the survey's coverage	
95 Incident outside of reference period	
96 No crime committed	
97 Insufficient information to code	
98 Incident occurred outside Scotland	
3 SAME DUPLICATE	DUP / SKIPPED
4 SERIES DUPLICATE	
90 VICTIM FORM SKIPPED	
31 Rape	SEXUAL OFFENCES¹
32 Serious assault with sexual motive	
33 Assault with sexual motive	
34 Attempted rape	
35 Indecent assault	
36 Indecent exposure	
37 Rape and housebreaking	
38 Serious assault with sexual motive and housebreaking	THREATS
91 Threat to kill / assault made against, but not necessarily to	

	respondent	2
92	Sexual threat made against, but not necessarily to respondent	
93	Other threat or intimidation made against, but not necessarily to respondent	
94	Threats against others, made to the respondent	

¹ The incidence / prevalence variables SEXOFF in the Respondent File SPSS data file denote all sexual offences.

² The incidence / prevalence variables THREAT in the Respondent File SPSS data file denote all threats.

ANNEX 9 - HOUSEHOLD WEIGHTING CALIBRATION TARGETS

The calibration targets selected for use in the weighting (all rounded to the nearest 50) were:

- Calibration target 1: Household type within Police Force Area (PFA) / Community Justice Authority Area (CJAA);
- Calibration target 2: Age of head of household within PFA / CJAA.
- Calibration target 3: Urban / rural within Local Authority (LA)

Calibration target 1: Household type within PFA / CJAA

Table A10.1: Calibration target 1 used for weighting

PFA	CJAA	1 Adult	1 Adult & 1+ Child	2 + Adult	2 + Adult & 1 + Child	Total households
Central Scotland	Fife & Forth Valley	45,300	9,350	51,350	24,250	130,250
Dumfries & Galloway	South West Scotland	23,300	3,650	30,050	11,700	68,700
Fife	Fife & Forth Valley	56,950	12,050	63,650	29,150	161,800
Grampian	Northern	86,700	11,800	102,500	47,100	248,100
Lothian & Borders	Lothian & Borders	155,950	25,950	170,650	73,950	426,500
Northern	Northern	48,200	7,450	54,950	23,650	134,250
Strathclyde	Glasgow	130,750	30,100	84,050	37,600	282,500
Strathclyde	Lanarkshire	99,050	23,500	108,000	53,250	283,800
Strathclyde	North Strathclyde	100,100	19,150	106,750	52,200	278,200
Strathclyde	South West Scotland	58,400	12,250	67,550	29,450	167,650
Tayside	Tayside	70,650	13,150	72,650	29,950	186,400
Total Scotland		875,350	168,400	912,150	412,250	2,368,150

Source: Estimates of Households and Dwellings in Scotland, 2010 (published 14th June 2012):

<http://www.gro-scotland.gov.uk/statistics/theme/households/estimates/2011/tables.html> and 2010 projections from Household Projections for Scotland, 2004-based (published 14th June 2012):

<http://www.gro-scotland.gov.uk/statistics/theme/households/projections/2010-based/tables.html>.

Calibration target 2: Age of head of household within PFA / CJAA

Table A10.2: Calibration target 2 used for weighting

PFA	CJA	Head of household age					Total households
		16-29	30-44	45-59	60-74	75+	
Central Scotland	Fife & Forth Valley	15,600	33,350	36,200	29,000	16,100	130,250
Dumfries & Galloway	South West Scotland	5,800	13,450	19,250	18,900	11,300	68,700
Fife	Fife & Forth Valley	20,100	39,600	44,450	36,550	21,100	161,800
Grampian	Northern	32,900	63,250	70,050	51,400	30,500	248,100
Lothian & Borders	Lothian & Borders	62,650	117,500	113,100	83,150	50,100	426,500
Northern	Northern	11,500	30,700	40,200	33,300	18,550	134,250
Strathclyde	Glasgow	51,250	87,000	73,400	43,650	27,200	282,500
Strathclyde	Lanarkshire	30,050	75,800	83,050	61,350	33,550	283,800
Strathclyde	North Strathclyde	26,150	64,550	83,950	64,800	38,750	278,200
Strathclyde	South West Scotland	16,750	38,250	47,400	41,450	23,800	167,650
Tayside	Tayside	24,700	42,300	49,950	42,250	27,200	186,400
Total Scotland		297,450	605,750	661,000	505,800	298,150	2,368,150

Source: Estimates of Households and Dwellings in Scotland, 2010 (published 14th June 2012):

<http://www.gro-scotland.gov.uk/statistics/theme/households/estimates/2011/tables.html> and 2010 projections from Household Projections for Scotland, 2004-based (published 14th June 2012):

<http://www.gro-scotland.gov.uk/statistics/theme/households/projections/2010-based/tables.html>.

Calibration target 3: Urban / rural within LA**Table A10.3: Calibration target 3 used for weighting**

PFA	CJAA	Local authority	Urban	Rural	Total households
Grampian	Northern	Aberdeen City	98,850	5,000	103,850
Grampian	Northern	Aberdeenshire	27,150	77,600	104,750
Tayside	Tayside	Angus	30,700	20,050	50,750
Strathclyde	North Strathclyde	Argyll and Bute	6,900	34,850	41,750
Central Scotland	Fife & Forth Valley	Clackmannanshire	13,100	9,850	22,950
Dumfries & Galloway	South West Scotland	Dumfries and Galloway	19,850	48,850	68,700
Tayside	Tayside	Dundee City	70,650	-	70,650
Strathclyde	South West Scotland	East Ayrshire	20,000	33,800	53,800
Strathclyde	North Strathclyde	East Dunbartonshire	38,000	5,200	43,200
Lothian & Borders	Lothian & Borders	East Lothian	14,450	28,750	43,200
Strathclyde	North Strathclyde	East Renfrewshire	31,100	5,050	36,150
Lothian & Borders	Lothian & Borders	Edinburgh City	214,900	7,050	221,950
Northern	Northern	Eilean Siar	-	12,200	12,200
Central Scotland	Fife & Forth Valley	Falkirk	63,800	5,200	69,000
Fife	Fife & Forth Valley	Fife	106,750	55,050	161,800
Strathclyde	Glasgow	Glasgow City	282,500	-	282,500
Northern	Northern	Highland	26,400	76,350	102,750
Strathclyde	North Strathclyde	Inverclyde	32,100	4,350	36,450
Lothian & Borders	Lothian & Borders	Midlothian	23,900	11,800	35,700
Grampian	Northern	Moray	9,000	30,500	39,500
Strathclyde	South West Scotland	North Ayrshire	42,900	19,200	62,100
Strathclyde	Lanarkshire	North Lanarkshire	119,450	26,150	145,600
Northern	Northern	Orkney Islands	-	9,350	9,350
Tayside	Tayside	Perth and Kinross	22,650	42,350	65,000
Strathclyde	North Strathclyde	Renfrewshire	69,450	9,650	79,100
Lothian & Borders	Lothian & Borders	Scottish Border	13,800	38,400	52,200
Northern	Northern	Shetland Island	-	9,950	9,950
Strathclyde	South West Scotland	South Ayrshire	35,600	16,150	51,750
Strathclyde	Lanarkshire	South Lanarkshire	108,200	30,000	138,200
Central Scotland	Fife & Forth Valley	Stirling	20,850	17,450	38,300
Strathclyde	North Strathclyde	West Dunbartonshire	41,550	-	41,550
Lothian & Borders	Lothian & Borders	West Lothian	60,250	13,200	73,450
Total Scotland			1,664,800	703,350	2,368,150

Source: see Annex 2, sources (a) and (b).

ANNEX 10 - INDIVIDUAL WEIGHTING RIMS TARGETS

Table A11.1: Individual calibration targets

Strata	PFA	CJA	16-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85+	Total adults
Males																		
1	Central Scotland	Fife & Forth Valley	8,300	10,400	8,400	7,800	8,600	10,800	11,200	10,250	8,750	9,450	7,200	5,800	4,250	2,550	1,750	115,500
2	Dumfries & Galloway	South West Scotland	3,500	4,100	3,350	2,950	3,550	4,800	5,700	5,250	5,100	5,950	4,800	3,950	3,000	1,950	1,300	59,250
3	Fife	Fife & Forth Valley	9,400	13,300	11,100	9,550	10,300	13,000	13,250	12,650	11,150	11,900	9,600	7,300	5,600	3,500	2,450	144,050
4	Grampian	Northern	13,600	19,400	19,550	18,550	17,350	20,700	21,000	19,900	18,000	17,950	12,850	10,250	8,000	5,100	3,850	226,050
5	Lothian & Borders	Lothian & Borders	23,450	35,950	38,050	34,800	31,200	35,050	34,100	31,400	27,300	27,100	20,500	16,300	12,750	8,450	6,200	382,600
6	Northern	Northern	6,850	8,000	7,450	7,650	8,250	10,100	11,400	10,900	10,550	10,900	8,600	6,350	4,750	3,050	2,250	117,050
7	Strathclyde	Glasgow	14,700	26,750	30,850	27,650	21,600	20,200	19,950	18,350	15,550	13,400	9,950	8,200	6,400	4,200	2,900	240,650
8	Strathclyde	Lanarkshire	16,300	20,650	20,300	18,150	19,050	23,600	23,950	22,350	19,650	18,750	14,450	11,600	8,650	5,300	3,500	246,250
9	Strathclyde	North Strathclyde	16,200	20,850	18,850	15,750	15,550	21,150	24,100	23,150	19,900	20,050	15,750	12,650	9,850	6,150	4,200	244,150
10	Strathclyde	South West Scotland	9,300	11,950	9,900	8,550	9,750	12,450	13,500	12,800	11,800	12,850	10,100	8,200	6,200	3,650	2,700	143,700
11	Tayside	Tayside	10,300	15,150	14,450	11,500	10,300	12,350	14,350	13,550	12,300	13,250	10,600	8,650	6,800	4,650	3,500	161,700
Females																		
1	Central Scotland	Fife & Forth Valley	7,900	10,200	8,300	8,450	9,700	12,000	12,050	10,550	9,350	10,000	7,900	6,850	5,400	3,950	3,900	126,500
2	Dumfries & Galloway	South West Scotland	3,300	3,750	3,350	3,200	4,000	5,350	6,100	5,750	5,400	5,900	5,150	4,300	3,600	2,750	2,600	64,500
3	Fife	Fife & Forth Valley	9,300	13,650	10,400	10,300	11,150	14,050	14,500	13,200	11,850	12,800	10,500	8,400	7,000	5,350	5,900	158,350
4	Grampian	Northern	13,350	19,550	18,100	15,850	17,450	20,850	21,450	19,900	17,950	17,850	13,650	11,450	10,000	7,600	7,500	232,500
5	Lothian & Borders	Lothian & Borders	22,850	37,150	39,300	34,550	32,850	36,800	36,850	33,800	28,000	29,300	22,700	19,450	16,850	12,900	13,250	416,600
6	Northern	Northern	6,250	6,700	7,000	7,750	8,800	10,900	11,850	11,300	10,650	10,700	8,700	7,350	5,950	4,550	4,650	123,100
7	Strathclyde	Glasgow	14,350	26,800	29,650	24,550	20,750	21,650	22,650	20,400	16,450	14,100	11,450	11,150	10,750	7,950	7,400	260,050
8	Strathclyde	Lanarkshire	15,400	19,350	19,900	19,000	21,450	25,850	26,600	24,500	21,350	20,200	16,650	14,600	12,000	8,650	7,900	273,400
9	Strathclyde	North Strathclyde	14,900	18,250	17,400	15,550	17,950	24,350	26,950	25,100	21,400	21,950	17,700	15,550	13,350	9,950	9,500	269,850
10	Strathclyde	South West Scotland	8,800	10,950	9,900	9,300	10,850	14,200	15,150	14,200	12,650	13,650	11,300	9,500	8,050	5,750	5,900	160,150
11	Tayside	Tayside	10,100	14,300	12,850	10,750	11,350	14,450	15,750	14,750	13,050	14,100	11,350	10,000	8,750	6,850	7,100	175,500

Source: Mid-2011 Population Estimates Scotland (published 31 May 2012): <http://www.gro-scotland.gov.uk/statistics/theme/population/estimates/mid-year/archive/2011/index.html>

ANNEX 11 - EFFECTIVE SAMPLE AND WEIGHTS BY PFA

The effective sample sizes resulting from disproportionate stratification and weighting *by PFA* for both household and individuals' based data are presented in the tables below.

Household weights

Table A12.1: Effective sample size by PFA - Household

PFA	Sample size	Effective sample size	Effective sample %	Design Factor
Central Scotland	1,084	1,025	94.60%	1.03
Dumfries & Galloway	922	908	98.40%	1.01
Fife	879	842	95.80%	1.02
Grampian	1,042	1,005	96.50%	1.02
Lothian & Borders	1,978	1,889	95.50%	1.02
Northern	971	931	95.80%	1.02
Strathclyde	4,221	4,017	95.20%	1.03
Tayside	948	882	93.10%	1.04
OVERALL	12,045	10,699	88.83%	1.06

Individual weights

Table A12.2: Effective sample size by PFA - Individual

PFA	Sample size	Effective sample size	Effective sample %	Design Factor
Central Scotland	1,084	902	83%	1.1
Dumfries & Galloway	922	684	74%	1.16
Fife	879	670	76%	1.15
Grampian	1,042	761	73%	1.17
Lothian & Borders	1,978	1,669	84%	1.09
Northern	971	814	84%	1.09
Strathclyde	4,221	3,347	79%	1.12
Tayside	948	715	75%	1.15
Overall	12,045	8,882	74%	1.16

Minimum, maximum and mean weights by PFA

Table A12.3 Mean weights

PFA	Household			Individual		
	Minimum	Maximum	Mean	Minimum	Maximum	Mean
Central Scotland	83	311	120	87	917	223
Dumfries & Galloway	63	109	75	48	1,222	134
Fife	130	304	184	90	1,836	344
Grampian	157	454	238	117	2,338	440
Lothian & Borders	144	547	216	150	2,125	404
Northern	93	325	138	90	1,073	247
Strathclyde	129	617	240	139	2,826	435
Tayside	128	719	197	161	2,915	356
Overall	63	719	197	48	2,915	360

ANNEX 12 - VARIABLES FOR ANALYSIS WITH HOUSEHOLD WEIGHTS

The following **questionnaire, derived and incidence / prevalence SPSS variables** should be analysed using household weights. All other variables use the individual weights.

SPSS variable name	Description
MOTORCYC	Whether anyone in h/hold has owned / had regular use of motorbike / scooter / moped during ref period
NUMMOT	How many motorcycles, scooters or mopeds does the household own or have regular use of now?
CAR	Whether anyone in h/hold has owned / had regular use of car / van / other motor vehicle during ref period
NUMCAR	How many cars, vans or other motor vehicles does the household own or have regular use of now?
OWNBIK2	Whether anyone in h/hold has owned a bicycle during ref period
NOWNBIK2	How many bicycles does the household own now?
MOTTHEFT	Has any car, van or other motor vehicle been stolen or driven away without permission?
NMOTTHEF	How many times has a motor vehicle been stolen?
MOTSTOLE	Whether anyone in h/hold has had anything stolen off vehicle or out of it
NMOTSTOL	How many times has anything been stolen off or out of vehicle?
CARDAMAG	Has the vehicle been tampered with or damaged by vandals or people out to steal?
NCARDAM	How many times has the vehicle been tampered with?
BIKTHEFT	Has a bicycle been stolen?
NBIKTHEF	How many times has a bicycle been stolen?
YRHOTHEF	Has anyone got into your home without permission and stolen or tried to steal anything?
NYRHOTHEF	How many times has anyone got into your home without permission and stolen anything?
YRHODAM	Whether anyone has got into home without permission and caused damage
NYRHODAM	How many times has anyone got into your home without permission and caused damage?
YRHOTRY	Has anyone tried to get in without permission to steal or to cause damage?
NYRHOTRY	How many times has someone has tried to get in without permission to steal or to cause damage?
YRHOSTOL	Whether anything was stolen out of the home by someone there with permission
NYRHOSTO	How many times has anything been stolen out of your

	home?
YROSID	Whether anything was stolen from outside the home
NYROSIDE	How many times has anything stolen from outside your home?
YRDEFACE	Has anyone deliberately damaged or defaced your home or anything outside it?
NYRDEFAC	How many times has anyone deliberately damaged or defaced your home or anything outside it?
QNADULTS	How many adults aged 16 or over live in your household, including yourself
QNCHILD	How many children under 16 live in this household
QDTENUR	Tenure of home
QDHRPOR	Property owned or rented by
QDHRPRES	Who has overall responsibility for this property
QDTIED	Does accommodation go with the job of anyone in household
QDRENT	Who property is rented from
QACCOM	Property type
QDETACH	House type
QFLAT	Flat type
QOTH	Other accommodation type
QENTRAN	Whether flat shares a common entrance with other people
QFLOOR	Lowest floor of respondent's flat
QCARE	Does anyone in the household look after, or give any regular help or support to family members, friends, neighbours or others because of illness, health or old age
QDISAB3	Whether anybody in household needs regular help or care
QDINC2	Total annual household income
QDI100	Whether h/hold could find £100 to meet an unexpected expense

The following **derived variables** should be analysed using household weights.

<i>SPSS variable name</i>	<i>Description</i>
TENURE	Household tenure
ACCTYPE	Accommodation type summary
NPERSONS	How many people live in this household?
HHCOMP	Household composition

The **incidence, prevalence and repeat variables** should be analysed using household weights (variables are prefixed by INC, PREV or REP respectively). Note that the *incidence* variables for SURVEYCRIME, COMPARCRIME and PROPERTY **cannot be run using weights** since these are the sum of other incidence variables which are separately weighted by household or individual weights.

SPSS variable name	Description
SURVEYCRIME	All SCJS crime
COMPARCRIME	Comparable crime
PROPERTY	Property crime
MOTOVVAND	Motor vehicle vandalism
PROPVAND	Property vandalism
THEFTFROMMV	Theft from motor vehicle
ATTTHEFTMV	Attempted theft of / from motor vehicle
THEFTOFMV	Theft of motor vehicle
ALLMVTHEFT	All motor vehicle theft related crimes
BICYCLETHEFT	Bicycle theft
HOUSEBREAK	Housebreaking
OTHERHOUSETHEFT	Other household theft
OTHERHOUSETHEFTCYCLE	Other household theft (including bicycle theft)
VAND	Vandalism
HOUSE	Household crime
ACQUIS	Acquisitive crime