Wiltshire and Swindon Partner Agency Information Sharing Form Submission Guidance

https://www.wiltshire.police.uk/4795

This form is NOT monitored 24/7. In an emergency, please call 999.
This process must NOT be used to replace existing statutory safeguarding procedures.

Information about crime and criminal activity may become intelligence and be used by the police to help prevent and detect crime, convict offenders, safeguard victims and enhance investigations.

In a partnership role there will be many times where you come across information that could assist the police in investigations and the safeguarding of vulnerable people. Sometimes this information may not be seem relevant or important in isolation but when viewed as part of the bigger picture, and assessed by others, it could be vital or provide a missing link.

There have been many instances where what may seem like an innocuous piece of information has led to the safeguarding vulnerable people and/or the identification and targeting of offenders. The online police partner agency information sharing form allows you to submit this information for police intelligence to help build the bigger picture.

What is Intelligence?

Intelligence is information which is subjected to a defined evaluation and risk assessment process and used to assist with Police decision making.

Using the Information Sharing Form

You can use the Wiltshire and Swindon Partner Agency Information Sharing Form to share information with the police, and also include details about how you came to know this information to help the police evaluate it and form intelligence.

The Information

The *Information* section of the online submission form is where you should write the key and salient points of the information you wish to share. This is the only part of your report that is visible to most police officers or staff, or anyone with whom the report is shared.

The important point to keep in mind at all times when completing the information

section is that a third party reading it should **not** be able to identify who the source is. Ask yourself, if this section of text was shared with a third party or disclosed in court, would a person reading it be able to identify the person who had provided the information? You should write this section in such a way that the answer to this question is no. Only staff within the Police Intelligence Department can see who the source is, and how and where this information was obtained, as they can see details you complete in the subsequent *Source* section of the online submission.

The information in the report should be clear, concise and contain all information whether it is believed to be relevant or not. Sometimes information that may not be deemed relevant to you could be significant for others or when connected to other intelligence.

How does intelligence differ from other reports?

Information recorded in Police Intelligence differs to that of, for example, case notes on a child in social care records. The latter would be written in detail and may be extensive, whereas, for intelligence it is advisable to limit the information to the salient points and write in third hand. For example, instead of writing '*Joe Bloggs told me that Tommy Smith is dealing drugs'*, you would simply write '*Tommy Smith is dealing drugs'*. Where and how you obtained this information – that Joe Bloggs told you - would be entered in the subsequent *Source* section of the information submission.

By keeping the information to the salient points, it allows the police to rapidly review the information and identify that which is relevant.

Multiple pieces of information

If an individual provides information on different matters or you obtain several unrelated pieces of intelligence, these should be submitted as separate intelligence reports. This should also be the case when one person provides several pieces of information regarding the same issue. It helps to avoid the source being identified if they are the only person to know all of the information that has been submitted in one report and helps prevent unrelated matters becoming confused.

If you keep receiving or observing information of a similar nature related to the same issues it is advisable to keep submitting this to help the police build up a wider picture and recognise that these concerns are not isolated events.

Information Content

Information should always be clear, concise, relevant and without abbreviations. Think of the five W's - who, what, why, when, where, and if relevant, how.

- Include full names, dates of birth and addresses where possible for all individuals mentioned within the report
- Include aliases/street names/nicknames
- Telephone numbers
- Dates, times and locations
- Vehicle registrations and descriptions
- Identify how individuals mentioned within the report are connected or linked if there are multiple individuals in one report (i.e. parent, child, associate, neighbour, etc.).
- Any identifying features or clothing

The following is a good example of how to write the information:

"John SMITH born _ _ _ _ _, home address _ _ _ _ _ _ _, is selling heroin and crack cocaine in various locations around Swindon. He will drive to meet his 'customers', primarily in the evenings between 18:00 – 21:00 and is believed to store his supply in the boot of his black Ford Focus, VRM _ _ _ _ _ _. It is not known who his customers are."

Source

The source of the intelligence is the person providing the information to you e.g. a pupil in school, a teacher, a young person or family member open to you in Children's Social Care or the Youth Offending Team. You can also be the source if you

Source and permissions

How do you know this information (have you seen it or heard it first hand)? *

obtained this information directly e.g. you observed someone in a vehicle, noticed items in a house, or witnessed associations of young people and/or adults, etc.

In short, the aim of this section is to explain how you came to know this information, and how the source, if that is not you, knows the information. You should include the name and details of the person providing the information in this section. You can also indicate whether there are any further lines of enquiry for the Police to follow-up on such as other witnesses or individuals with further knowledge.

It is also useful to include whether the source is the only person who knows this information, or whether it is known to others. This is important, because if the information is shared it may implicitly identify the source if they are the only person who would know it, so the police may also need to obtain the information from another means where possible (known as parallel sourcing).

The details of the person who provided the information to you should only be placed in this section of the submission form and should **not** be placed in the main *Information* part of report.

When the information has been reviewed and assessed by the police Intelligence Department the final sanitised version can be seen by operational Police officers and staff who have access. Therefore, including the identity of the source or person who provided the information within the main *Information* body of the intelligence can compromise them or a current operation or investigation.

Reliability and Grading

The *Information* is evaluated to assess its credibility, so describing the reliability of the source is essential when submitting information for intelligence. The details you enter here should relate to the truthfulness of the person who gave you the information and whether the information is known to be true or could be believed to be false or malicious. The Police have three intelligence gradings, **Reliable**, **Untested** and **Not Reliable** which they may determine based on the content provided here.

How reliable is the information/person providing the information? *

Reliable - used when the source is believed to be both competent and information received is generally reliable. This typically includes information from human intelligence, technical, scientific and forensic sources.

Untested - Information that has not been substantiated. The source may not necessarily be unreliable, but the information provided should be treated with caution.

Not Reliable – When there are reasonable grounds to doubt the reliability of the source. This may include concerns regarding the authenticity, trustworthiness, competence or motive of the source.

Information Example

The following example shows an intelligence report that contains information provided to a professional who has then shared it with the police.

> *On the 01/01/2020 I went to visit Joe Bloggs at the family home at 12:00pm for a YOT appointment. He told me that he had been round to his friend Tommy Smith's house this week and when he was there he had heard him talking on the phone to someone saying that he had enough money and would be getting cannabis and cocaine from him this week. Joe said that this guy who Tommy gets his drugs from drives a black BMW and comes from out of the county. Joe also told me that his friend John Doe was carrying a knife because he owed money to someone else for drugs.*

Issues

The above report is detailed and contains some important information, but there are several issues that could be avoided:

1. The report identifies the professional was at the Joe Blogg's address at a specific time, which both clearly indicates that it is the professional who has shared the information with the police and would allow this professional to be identified.

2. It also specifies that Joe Bloggs has provided the information to the professional, directly identifying him as the source.

3. The report also contains two separate pieces of unconnected information which both confuses the report, and taken together may only be known by Joe Bloggs, which may also identify him as the source. This could identify the source even without the source being named in the report.

Best Practice

These issues can easily be overcome by submitting two separate intelligence reports, each containing the unconnected information. The name of the source and how information is known should be excluded from the *Information* section but included in the *Source* section, such as:

Form 1	
Information	Tommy Smith DOB_ _ _ _ _ _, home address _ _ _ _ _ _ _ is buying cannabis and cocaine from an unknown male who drives a who drives a black BMW and comes from out of county.
Source	On the 01/01/2020 I went to visit Joe Bloggs at the family home at 12:00pm for a YOT appointment. He told me that he had been round to his friend Tommy Smith's house this week and when Joe was there he had overheard Tommy talking on the phone and knew some information about who he had been talking to. Joe was the only other person there at the time of the call.

Form 2	
Information	John Doe DOB _ _ _ _ _ _, home address _ _ _ _ _ _ _ is carrying a knife due to a drug debt to an unknown individual.
Source	On the 01/01/2020 I went to visit Joe Bloggs at the family home at 12:00pm for a YOT appointment and he told me this information as he is friends with John Doe who has told it to him, but John has also told other people.

Handling Conditions

Handling codes are a control mechanism for intelligence sharing. The risks associated with sharing intelligence must always be weighed against the potentially greater risk of not sharing.

Is there anything else you would like to add? *

In order for the police to share intelligence, there must be a policing purpose, a legitimate need to receive it and the protocols in place to do so. The person sharing in the intelligence must consider who they are sharing the intelligence with, what they will do with it and why they want it. Intelligence that has handling conditions means that dissemination is less likely to partners and other agencies due to the risks that this being shared poses.

If you have concerns regarding the handling of any intelligence you submit, please share these concerns when submitting the information in the additional information box.

What happens to your information?

After the information is submitted via the online partner agency information sharing form, via 101 or via a Police officer or Police staff on duty, it then goes through to the Intelligence Department where it is assessed and graded. This assessment and grading includes conducting further research into the people, locations, vehicles etc. mentioned in the report, and linking it to any similar intelligence reports. It also involves assessing the threat, harm and risk to the people involved and linking the report to any ongoing investigations or people.

The intelligence department will look at opportunities to develop the intelligence further, corroborate it and/or take any relevant action if required. They may pass it on to any relevant people or departments i.e. local policing teams, MASH, CSE team for awareness or appropriate action. It is always important to note that intelligence is **not** fact.