

# Partnership Intelligence & Guidance on the submission of Intelligence



## Overview: A shared objective

The primary objectives of policing are to; 'Protect the Public' and 'Prevent & Detect Crime.'

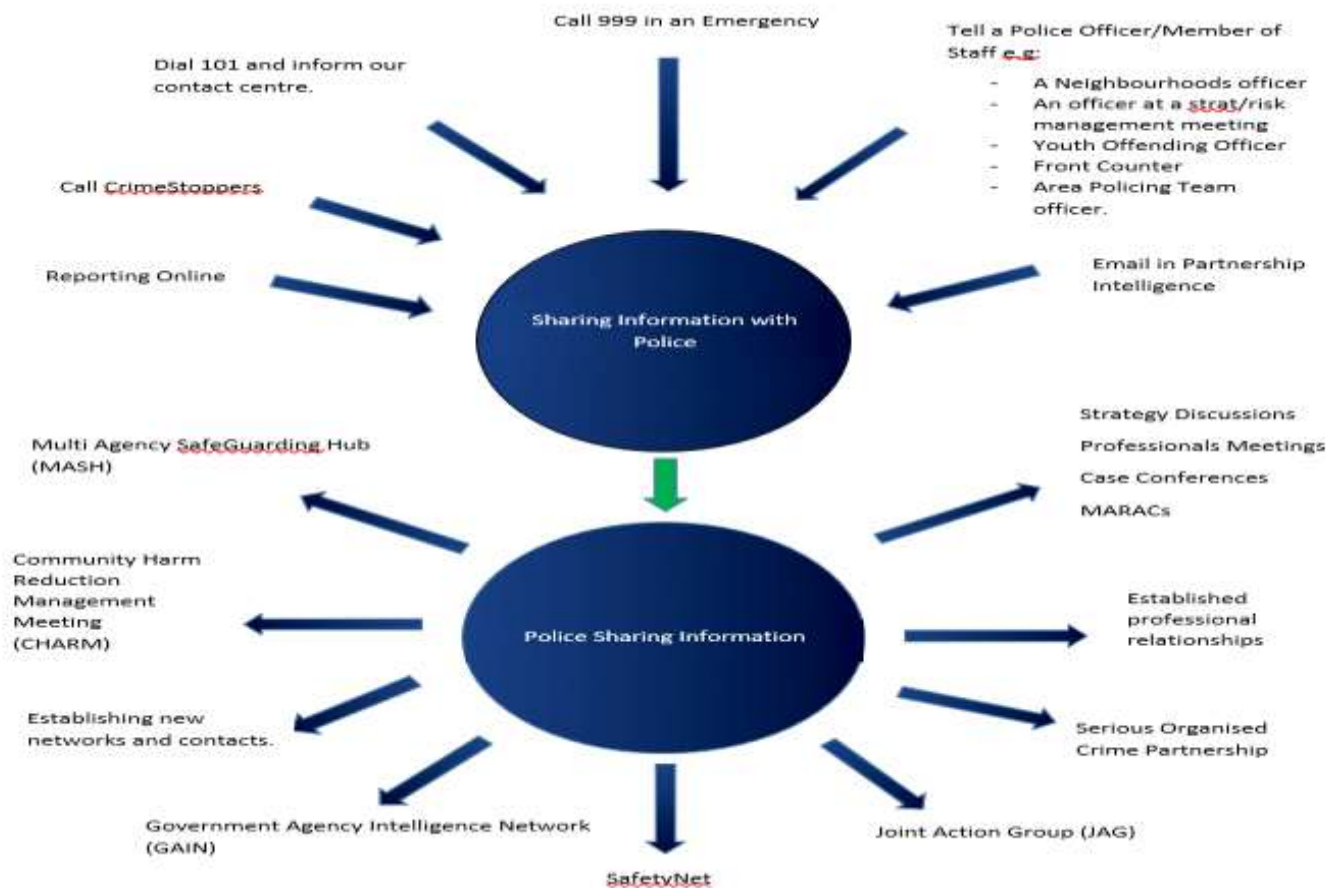
We cannot do that without the help and information provided by the public. This information can be provided direct to a police officer/staff member, into the force through 101 or via Crime Stoppers. As a partner you also have the option to provide us with information through using the 'Partnership Intelligence Form.'

We need your help as much as you need ours to do our individual roles and achieve our collective objective of protecting the vulnerable. We all have a role to play and we need to be harvesting the intelligence you come across as part of your daily business.

We already share: Information and Intelligence led safeguarding is not a new thing...

We have a well-established 2-way relationship; this is an additional avenue now available you that's potentially faster and more efficient, thereby enabling us to assess, research and develop the intelligence picture quicker and feed to back to our partners:

The MASH: Telling the Surrey County Council (SCC) MASH is not informing the police. The SCC MASH will generally process that information and subsequently relay it to the police. The police side of the MASH actually only deals with incoming police information and it's only if there is an identified need, assessed on a case by case basis, do the two sides share information. Police do not see everything you submit and, as a general rule, do not have access to your incoming information/communication



## So, what is Intelligence?

This is a difficult question to answer as the scope is massive and it depends entirely on the situation you are dealing with. There is an 'official' 'textbook' definition which relates to graded and assessed information but that doesn't shed much light from a practitioners perspective.

In its simplest form, intelligence is nothing more than information that sheds light on a situation or scenario. Enabling the police, and partners, to be proactive in protecting the public. Make no mistake, intelligence has a vital role to play in safeguarding.

Think about it this way....Do I think the police would want to know this, will it help safeguard the public, police or other professionals, ID a victim, ID a suspect or highlight underlying crime or criminal activity?

You are engaging with communities every day in both your professional and personal capacities. Intelligence comes from those interactions, both in person and online, but no matter which media is used, or where the intelligence comes from, the common theme is that personal interaction.

In order to process the information, you provide we need to attribute it i.e. its needs to be about a person, a location, an object (like a car) or an event.

It's the information that may not be directly relevant to you, but your professionalism tells you it may help someone else:

The unexplained wealth, numerous mobile phones, a bat by the door, extensive CCTV, reinforced front door, Organised Crime participation, a risk of someone being exploited/taken advantage of, a potential CSE perpetrator, Domestic abuse victim/perpetrator, a suspicious incident, a partial vehicle registration, drug trends, a shop or location of significance, unexplained people in a vulnerable adults flat with no reason or connection.....The possibilities are literally endless.

**Legislation supports the sharing of information as outlined below in Appendix A. If you have clarifying question, then please discuss it with your supervisor or Surrey Police Intelligence Processing Unit: Tel - 01483 630273.**

### **Partnership Platform: how to share intelligence with the police**

Surrey Police operates a 'Partnership Intelligence mailbox' to allow key policing partners to submit intelligence directly, quickly and efficiently. [Partnership.Intelligence@surrey.pnn.police.uk](mailto:Partnership.Intelligence@surrey.pnn.police.uk)

This mailbox is not:

- For wider public access.
- A mechanism for reporting crime
- A mechanism for notifying police of an imminent risk (You will have your own professional practices to do this; if in doubt escalate the matter to your supervisor for advice)

This mailbox is:

- A means to refer information you think may assist the police in achieving their primary objectives.
- Monitored between 8am – 4pm (Monday to Friday) by Surrey Police Intelligence processors.
- The information you provide will be read, researched and processed into intelligence.

Some Guidance on the Form:

Keep it simple, clear and professional.

The Provider Box:

<b>Person who provided the information (name/ address/ contact number):</b>	
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Tell us clearly who you have got this information from. (If it is not directly from you....make sure you include their contact details)

This enables us to assess the information you/they are providing. E.g. are they telling 3 different professionals different information....

The Subject of Intelligence:

Name of Person who this information relates to:		Date of Birth:	
Address:			

Who or what does the intelligence relate to? Add further identifying information into the Information/Intelligence box if you have it.

Information/Intelligence Box:

Information/ Intelligence:

This is a free text box for you to tell us the information you want to relay in as much detail as possible. It should NOT be a cut and paste job. Please think about what you are communicating. Clearly state why you think we need to know? E.g. weapons, drug dealing, sex offender, exploitation concern....

This is a free text box so feel free to provide the context to help us understand; examples might be:

Example 1: (Fictitious name) is a child assessed as being at risk of sexual exploitation. When he/she goes missing they are collected by a male in his 30s from Sandford who drives a red Vauxhall Corsa, partial registration SM54 \*\*\*.

Submitters Note – I am concerned the driver of this vehicle maybe a CSE perpetrator.

Example 2: The males who work in the shop called \*\*\*\* in Sandford are giving the kids cigarettes and alcohol.

Submitters Note – I am concerned this may relate to grooming and or/licensing offences

Example 3: School pupil (\*\*\*\*) is stating his brother is a drug dealer and carries a knife. He thinks it's cool his brother has loads of money.

Example 4: There are CCTV cameras all over house no.14 \*\*\*\*\* and the front door looked reinforced.

Example 5: (\*\*name\*\*) regularly drinks the in Red Lion.

This type of 'general' information could be seen as having intelligence value if the individual is a prolific offender or wanted for an offence. If not, it would have no purpose and shouldn't be submitted

### Applying the Investigative Mindset:

When someone is providing you with information consider the following basic 5WH model as it will assist you with obtaining as much useful information as possible to include in your intelligence submission:

5WH	Considerations (not exhaustive)
Who	Who are the victim(s), witnesses and suspect(s)? (are others involved/effectuated) Is there a physical description or other evidence which may assist in identifying the suspect/victim? (Age, Race, DOB, Address, Vehicle, employment/education, particular vulnerabilities?)
What	What has occurred? (It is important to establish as many facts about what has/will happen as possible.)
Where	Where did the incident take place? (Full address if known, or street name, business name)
Why	Why has/or will the incident take place? (the suspects motivation or reason the victim has been targeted)
When	When exactly did the incident take place?
How	How did/or will the incident take place? (the detail...)  (Times, dates, vehicles, weapons, routes travelled, methods of contact)

### The Assessment/Supporting Information: Compulsory to ensure we handle your information correctly.

<p>Supporting Information:</p> <ul style="list-style-type: none"> <li>- If the information is suspected to be false, why?</li> <li>- If the source is unreliable, why?</li> <li>- If there are handling restrictions, what are they and why are they necessary?</li> <li>- Is there a risk to any if police act on this information, if so why?</li> <li>- Is the source of this information willing to be contacted by the police?</li> </ul>
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- Have they seen/heard it directly or come by the information 3<sup>rd</sup> hand themselves?

(if its third hand then who from and when were they told)

- Is anyone at risk because they have told you/police the information?
- Is the information well known? (is everyone talking about it...)

- Do you, as a professional, trust the information they have provided to you?  
(have they previously been truthful or lied to you?)

## **What happens next.**

An intelligence processor will read your submission, research it and extract the intelligence. This will then be allocated to the relevant area or team. If there is information relevant to another force, then it will be disseminated to them.

If the processor needs further details that may contact, you back for some further information to ensure maintain the quality of our data integrity.

If in doubt submit the information and let us decide if its intelligence.

## **Sanitisation:**

This is all about protecting the identity of the person that has provided the information to prevent repercussions and ensure it is of value. It also ensures the information adheres to data quality rules and conventions.

Please be assured that part of our process sanitises the intelligence that you provide. Only specifically trained intelligence staff will be able to see who has submitted the intelligence and exactly where it has come from i.e. it intentionally gets processed to withhold the details of who told you from frontline personnel.

## **What if the intelligence is relevant to someone else?**

### **Dissemination:**

If it is assessed that Surrey Police are not the most appropriate authority to deal, we will disseminate the intelligence, if necessary, to the relevant partnership organisation, for example; another police force, Immigration Enforcement or UK Border Force, Her Majesty's Revenue & Customs, Department of Work and Pensions etc.

## **For assistance with completing the form**

Surrey Police Intelligence Processing Unit: Tel - 01483 630273.

They process all intelligence for Surrey Police and it's a small centralised team consisting of 14 people who are more than happy to help! Don't be surprised or offended if they check who you are first though.

Each area also has dedicated Field Intelligence Police Officers (responsible for developing local intelligence) who you can be put in contact with if needed.

## **Feedback**

Feedback on intelligence is difficult, the significance of your submission may not become relevant for several months or could lead to an operation. If you have a need for feedback then, in addition to our various established mechanisms, we can assess this on an individual and professional necessity basis. We will provide it wherever it's feasible.

# Appendix A: Basis of Multi Agency Information Sharing: Empowered to Share

General duty to safeguard and promote welfare (statutory basis for children and vulnerable adults)

Common Law Duty of Confidentiality – Is it reasonable to expect information obtained/provided to a professional would be kept secret.

Section 29 Data Protection Act (1998) – not a barrier – *‘if not disclosing the information would prejudice the prevention and, or detection of crime and, or the apprehension and prosecution of offenders, personal data can be disclosed.’*

S.17 of the Crime and Disorder Act 1998, Councils have a responsibility to do all they reasonably can to prevent crime and disorder in their area. This includes Serious and Organised Crime.

S.115 Crime and Disorder Act 1998 allows the exchange of information to a responsible authority where that disclosure necessary or expedient to support delivery of the local strategy to reduce crime and disorder, youth justice plan or any other purpose of the act. (Police, L/As, Fire, Probation, Health and CSPs partners e.g. Education, Housing etc...)

Art 8 Human Rights Act is not absolute where interference can be justified.

No Blanket Policy Consent. The sharing of information should be proportionate, necessary and reasonable. Overriding public interest; prevent/detect crime and safeguard.

Tier 1: Multi-Agency Information Sharing Protocol (MAISP)

Tier 2: Surrey Crime & Disorder Information Sharing Protocol:

- Provides a framework to exchange personal and sensitive information to assist multi agency partners in reducing crime and disorder.
- It is appropriate to share information with confidence when the disclosure is necessary for the:

Prevention or detection of crime, disorder or ASB

Protection of Public Safety

Protection of rights and freedoms of others

Protection of the young and other vulnerable people.