

TVP Partnership Intelligence Submission Briefing Note (Sept 2018)

1.0 Introduction – The following is to be read in conjunction with the TVP Partnership Intelligence Submission Form & is intended to provide a brief overview of the sorts of things that should/shouldn't be included, what TVP do with the information, the importance of including details of sources of information and how TVP protect their identity. There is an assumption that the principle of sharing information to try & prevent/detect crime is accepted and doesn't seek to 'make a case.'

2.0 What should/shouldn't I submit

The form should be used to:

- Provide information that might indicate someone's involvement in committing crime. (Not to report a specific crime or crime in progress)
- Provide information that might indicate they are a potential victim of crime or vulnerable. (Not where attendance of Police/Social Care/Child Services is required)
- Details of suspicious vehicles/events (where Police attendance not required)
- Suspicious property (i.e. address where numerous bikes or new electrical equipment etc)
- Third hand reports that suggest the above (i.e. where someone tells you about anything that might fit the above)

Shouldn't be used:

- For reporting of a crime by or on behalf of the victim (this should be dialled in)
- To replace existing referral procedures (particularly child & vulnerable person referrals)
- Where a response or attendance is time critical or time specific.

3.0 What happens to the report once I submit it

You should e-mail your report to the address shown on the form. This is a secure e-mail which is managed by the Intelligence 'Readers'. The Readers will assess the information for obvious immediate risk and (assuming no instant action required) undertake initial research to try and establish whether links to known addresses/subjects. They will input the report onto the crime & intelligence system – they will precis or 'sanitise' the information where necessary to ensure the identity of the source is not obvious from reading the report. (The content of the full report is still accessible but only to those with a high enough access level – i.e. the intelligence team)

The Readers will then determine where the information should be passed.
(Investigation Team, Public Protection, Partner Agencies, Intelligence dept., other forces, Neighbourhood policing teams)

This information might be actionable immediately, used to initiate an intelligence development plan, deemed not developable or not a priority but it will remain researchable in light of new information so potentially of value later if not immediately.

4.0 Disclosure of Intelligence for court

Without getting too technical intelligence is not evidence so the prosecution cannot introduce it into proceedings. We do however have a duty to ensure a fair trial so if we hold information on the intelligence system that either assists the defence or adversely affects the prosecution case we need to disclose it. This will usually be achieved by agreeing a 'form of words' with CPS to give to the defence/court that conveys the part of the information that is relevant in such a way the source identification cannot be deduced from the form of words given. (There is then a procedure which very rarely has to be used if this is challenged by the defence – in short intelligence sources will not be disclosed)

If there is information that is held on the intelligence system that later might be deemed as having potential evidential relevance then if it has come from a Police Officer/PCSO there would be an expectation they convert this to evidence by completing a statement.

It could be that if the record made from something seen/heard first hand by a professional from a partner organisation the Intelligence Manager might authorise for you to be approached to see if you consent to providing a statement.

5.0 Data Protection

The partnership intelligence reporting form is not intended for members of partner organisations to provide 'data' that is already held within their organisation's systems. (This should be covered by existing protocols &/or subject of a data protection application. Each organisation should have a data protection officer for advice/guidance in relation to information their organisation holds.) Neither is the form intended to duplicate information that has already been reported through other legitimate means – (E.g. Child or Public Protection, Reporting of a crime & calls for service)

It is therefore for the Police to assess the information/intelligence received and their responsibility to ensure it meets a Policing purpose and is recorded/'reviewed' in line with MOPI (Management of Police Information & therefore compliant with the Data Protection Act)

6.0 Will I get notified of the outcome of my information

The Intelligence team are used to dealing with information whereby the providers, by their very nature, don't want updating or acknowledging directly and protection of source details is paramount. This does often mean that the providers of information might be left wondering what the results were - please do not take a lack of acknowledgement as a lack of interest. It may well be some time down the line that information gets turned into results.

7.0 Conclusion

The above can be summarised as acknowledging that staff from our partner agencies work within our communities on a daily basis and will see, hear and be told things that will contribute to putting the jigsaw together that is the crime intelligence picture. The partnership form is intended to be a simple way of passing that information to the local Police Intelligence Team. To re-iterate it is not intended to replace other reporting mechanisms & where information reported through existing channels it shouldn't be repeated on this form. It will be for the things you think might be of interest or potentially suspicious but doesn't require a call for service.