**  Intelligence / Information Submission Form 2022**

**If you have concerns about a child / young person / vulnerable adult, you should make a safeguarding referral to your local children’s or adult’s services. DO NOT USE THIS FORM IN PLACE OF A REFERRAL.**

Please complete this form using the advice sheet below as a reference.

|  |  |  |
| --- | --- | --- |
| YOUR AGENCY: | |  |
| NAME: |  | |
| POST / POSITION: |  | |
| EMAIL: |  | |
| TELEPHONE NO: |  | |

|  |
| --- |
| INFORMATION |
| Please supply all known information in as much detail as possible, including:  Date(s), Time(s), Person(s), Age(s), Address(es), Vehicle(s), Location(s).  If you only have partial details such as a first name or street name, please include this information as it helps us build a picture.  Please consider whether there is any risk to you or another if the police act upon this information.  It is expected that you will implement safeguarding measures in addition to submission of intelligence to the police. |
| It is important to explain in this section how YOU know the information you wish to share. Please enter your information here: *(this box will expand as you type)* |

**THIS SECTION MUST BE COMPLETED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| INFORMATION EVALUATION | | | | | |
| SOURCE OF INFORMATION:  If the information was supplied by someone else, how reliable are they? | **1 RELIABLE –** Person known to me and known to tell the truth  **2 UNTESTED –** Person known but cannot test how reliable they are i.e., never given information before or person unknown/heard indirectly and cannot be judged.  **3 NOT RELIABLE –** Person known to me but known not to be truthful. | | | | **ENTER YOUR RATING HERE:** |
| INFORMATION ACCURACY: | **A - KNOWN DIRECTLY**  **B -** **KNOWN INDIRECTLY BUT CORROBORATED**  **C - KNOWN INDIRECTLY**  **D - NOT KNOWN**  **E - SUSPECTED TO BE FALSE** | | | | **ENTER YOUR RATING HERE:** |
| DATE OF SUBMISSION: | |  | **TIME OF SUBMISSION:** |  | |

**PLEASE RETURN YOUR COMPLETED FORM TO: forceintelligence@northumbria.police.uk**

**Advice regarding completion of the above form:**

**What should be reported via the control room via 101 or 999:**

* If an incident is happening now or the information is time critical, the matter must be reported via 101, or 999 in an emergency.
* A report of a crime or information known to suggest a crime has been committed.

    Information to suggest there is a child or vulnerable person at risk of harm to themselves or at risk of being harmed by another person.

**Other matters can be submitted as intelligence on the above form to the force intelligence mailbox at the following address –** [**forceintelligence@northumbria.police.uk**](mailto:forceintelligence@northumbria.police.uk)

**What to include when submitting intelligence:**

·        Full names of persons mentioned.

·        Dates of birth or ages.

·        Home addresses or addresses where the issue has / is occurring.

·        As much specific information you have around the issue, e.g., dates and times, patterns of behaviour, communication methods used, phone numbers, clothing worn, transport methods.

·        Explain how you know this information, who else knows this information, is there any risk to you or another if this information is acted upon.

·        Your contact details, including a telephone number.

**Important to know:**

        You will not receive any feedback on any intelligence submission.

        We welcome all pieces of intelligence no matter how small, you never know where they fit in the bigger picture.

        We may ask clarification questions following from your submission.

Many thanks on behalf of Northumbria Police Force Intelligence Bureau