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**GMP Partnership Information Submission**

**Introduction**. The following is to be read in conjunction with the GMP Partnership Information Form & is intended to provide a brief overview of the sorts of things that should/shouldn’t be included, what GMP do with the information, the **importance** of including details of sources of information and how GMP 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.’

**What should/shouldn’t I submit.** The form **Should be used to**: • Provide information that might indicate someone’s involvement in committing crime, eg drug dealing, gangs etc. **(Not to report a specific crime or crime in progress)**

• Provide information that might indicate they are a potential victim of crime or vulnerable, eg cuckooing etc. **(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. Ring 999 or 101.**

**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 District Intelligence Support Officers. The Officers 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 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 Officers will then determine where the information should be passed. (Investigation Team, Complex Safeguarding, Partner Agencies, Intelligence dept., other Forces, Neighborhood 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 considering new information so potentially of value later if not immediately.

**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 effects 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 firsthand 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.

**This form is NOT intended to duplicate information that has already been reported through other legitimate means [recorded on police systems]** – (E.g. Child or Complex Safeguarding, Strat meetings, 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 GDPR, Data Protection Act

**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.

**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**

**NOTE – IF THIS INFORMATION RELATES TO AN ADULT/CHILD REFERAL, LEADING TO A STRAT MEETING, THIS FORM IS NOT TO BE USED. SIMILARLY, IF YOU WORK ALONGSIDE A POLICE OFFICER/DEPARTMENT, IT IS THEIR OBLIGATION TO RECORD AS INTELLIGENCE ETC**.

| **Partner Information Form** |
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| Name & contact details of person completing this form and the organisation that you work for.     Date/Time of Report       |
| Person who has provided the information. name, DOB, address & telephone number:     Date/Time the information was shared with you.      |
| Information provided:       |
| Your Research: *In this section, you may add any research such as information you hold relating to the named individuals / addresses.*      |
| Provenance: **This is extremely important as it allows the police to assess the risks to the person providing the information.**What are the circumstances of how this information came to your attention? (During a home visit etc)     How did the informant find out about this information? (observed, told by another or overheard)     Is this information only known to the informant?     What is the risk to the informant should someone find out they have spoken to you about it?     Would the person providing the information be willing to speak to Police further?       |
| Recipient:Who, within the police, needs to know this information? (Safeguarding unit, Challenger, individual officer)      |

**Email the completed form to the relevant ‘District Intelligence Unit’ for the area the information relates to.**

CoM Central District Intelligence Unit CoMCentralDIU@gmp.police.uk; Central Manchester

CoM North District Intelligence Unit CoMNorthDIU@gmp.police.uk; North Manchester

CoM South District Intelligence Unit comsouthdiu@gmp.police.uk; South Manchester

Wigan District Intelligence Unit WiganDIU@gmp.police.uk; Wigan

Bolton District Intelligence Unit BoltonDIU@gmp.police.uk; Bolton

Bury District Intelligence Unit BuryDIU@gmp.police.uk; Bury

Rochdale DIU rochdalediu@gmp.police.uk; Rochdale

Oldham DIU oldhamdiu@gmp.police.uk; Oldham

Tameside District Intelligence Unit TamesideDIU@gmp.police.uk; Tameside

Stockport District Intelligence Unit StockportDIU@gmp.police.uk; Stockport

Trafford District Intelligence Unit TraffordDIU@gmp.police.uk; Trafford

F District DIU fdiu@gmp.police.uk Salford