Please send completed forms to: [IntelligenceAIUInbox@essex.pnn.police.uk](mailto:IntelligenceAIUInbox@essex.pnn.police.uk) (or you can send via Egress).If you need assistance with the completion of this form, please contact Essex Police Intelligence unit on 01245 452068.

**Please DO NOT use this form for any urgent information that requires an immediate response. Please contact the Essex Police Force Control Room / 999 in such cases.**

**Guidance for completion of this form is here: **



**Partner Information**

**Sharing Form**

|  |  |
| --- | --- |
| **1 - YOUR DETAILS** | |
| **Name** |  |
| **Address (can include a c/o address)** |  |
| **Agency** |  |
| **Telephone** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **2 – SOURCE DETAILS**  Please provide details of who told you the information (if you are giving information about something you have personally seen, then **you** are the source).  If you don’t have full details, please provide whatever you have.  Don’t show the source as ‘anonymous’ if you know something about them (even if it’s just a first name/ phone number etc).  **Please be assured that source details will be protected when the report is input on our systems.** | |
| **Name** |  |
| **DOB** |  |
| **Address** |  |
| **Phone number** |  |
| **Other Details** |  |

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| **3 – SOURCE EVALUATION**  Please select the most appropriate box below, using the explanations as a guide. |
| 1 – Reliable  No reasonable grounds to doubt the reliability of the source; the source is believed to be competent and information received is generally reliable.  2 – Untested  Source has not previously provided information to the person receiving it or has provided information that has not been substantiated. The source may not necessarily be unreliable, but the information should be treated with caution. This also applies to information where the source cannot be determined/ is anonymous.  3 – Not Reliable  This should be used where there are reasonable grounds to doubt the reliability of the source. Please state below why the source is considered to be unreliable (e.g. issues relating to trustworthiness, competence, motive of the source or confidence in the technical equipment):  Reason for selecting Not Reliable: |

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| **4 – INTELLIGENCE/ INFORMATION**  Free text – please provide as much detail about the person/ event as possible. Remember to include dates, times and locations, addresses, dates of birth (if applicable/ known). If submitting information about a child, please include (if known) their address, parents names, DOB’s etc. (This box can be expanded if typed in) |
|  |
| **4b – OTHER PARTNER INVOLVEMENT & ACTION TAKEN ALREADY**  Please give details of any other agencies involved in this information and any action they OR YOU have already taken surrounding it. |
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| **5 – INTELLIGENCE EVALUATION**  Please select the box which best described the information you have provided. |
| A – Known directly to source  This refers to information that is obtained first-hand (e.g. by witnessing it). Care must be taken to differentiate between what a source witnessed themselves and what a source has been told or heard from a third party.  B – Known indirectly to source but corroborated  This refers to information that the source has not witnessed themselves, but can be corroborated by other information (e.g. technical equipment, investigations or enquiries).  C – Known indirectly to source  Applies when the source has been told the information by someone else and does not have first-hand knowledge of it themselves.  D – Not known  This applies where there is no means of assessing the information, such as when the source is anonymous.  E – Suspected to be false  Please state reason why: |

|  |
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| **6 - PROVENANCE**  This helps us to understand how sensitive the information is and any impact it may have on the source. It allows us to make an informed decision as to how we handle the information and who it can/ cannot be shared with. |
| * **How does the Source know?** * **Who else knows?** * **When did the source first know this to be the case?** * **When did the source last know this to be the case?** * **Will the source be able to provide more information regarding this subject in the future?** |