

Partnership Information Sharing Forms (also known as FIB Forms) **- Intelligence and Information Sharing Guidance**

Intelligence information

The effective identification, recording and sharing of information in relation to individual cases is crucial to the successful disruption and prosecution of perpetrators. All professionals should continually gather record and share information with the appropriate authorities. The gathering of information can enable analysis that forms the basis of strong intelligence and can help inform investigations.

What is the difference between Information, Intelligence, Evidence?

Information – Something that is learned or provided about something or someone. Information is defined as knowledge gained through experience or study; facts or knowledge provided or learned; knowledge of specific and timely events or situations, news. Information can relate to all forms of processed data and can include intelligence.

Intelligence – The analytics (interpretation of meaningful patterns) of information gathered from many sources. This is information that has been compiled, analysed, and/or disseminated to anticipate, prevent, or monitor criminal activity. It is information that has been subject to a defined evaluation and risk assessment process in order to assist with police decision making. This is to supply robust, verifiable information which can be evaluated, assessed for risk and then acted upon.

Evidence – The availability of facts and information that indicate that something is true or valid. This is information that can be presented to a court. Evidence must be relevant to be admissible in court. “Relevant evidence” includes any evidence that would make the existence of a material fact “more probable or less probable than it would be without the evidence.”

Evidence can take several forms:

1. Oral testimony – given under oath in court.
2. Witness statements and expert reports.
3. Real evidence. For example, ripped clothing, a knife, photographs.

4. Hearsay evidence – where a person seeks to give evidence of a fact based on what was said to him or her by a third party.
5. Documentary evidence. For example, medical notes, phone transcripts, logbooks.

Coordinating Intelligence, Gathering and Disruption Activity

West Midlands Police through Force-wide analysis of information and use of this intelligence are well placed to identify: -

- Locations with Patterns and trends of activities relating to Exploitation in the Local Authority area as well as the wider West Midlands Metropolitan area or further afield
- Trafficking within, into and out of the region
- Perpetrators including those who are linked to more than one child or young person or who operate as part of an organised network.

The police analysis of the information is shared with partner agencies in a range of forums; these can be to inform responses to support families and individual children and young people or develop co-ordinated approaches to locations or networks of concern.

Families and other professionals can often be helpful in gathering information, and they can be encouraged to report this using the information sharing form too

WM Police Info Sharing Form

The purpose of this tool is for agencies to record any information, no matter how small, that may be important and relevant for the police to analyse and build intelligence, for example: -

- Vehicle details including registration/make/model/colour etc.
- Taxi company details
- Details/descriptions including names/nicknames of suspected perpetrators.
- Details/descriptions of unusual/regular callers to children's homes.
- Phone numbers of suspected perpetrators.
- Address details of suspected perpetrators
- Details of any addresses or localities where the child may have been taken
- Locations /Names (licenced premises)/ Areas/ landmarks
- Include any people mentioned – Names (Alias, nicknames) / DOB/descriptions/distinguishing features/accent
- Bus tickets, train tickets, receipts
- Mobile phone boxes – IMEI numbers
- In using the information sharing tool, practitioners or others must submit the information securely to West Midlands Police and in accordance with their own agency's information sharing arrangements.

- Send partnership information sharing form through secure email link to fib@west-midlands.pnn.police.uk

A partnership information sharing form should NOT be used for making reports of a crime and abuse, it is a way of gathering small parts of a puzzle that may help build a bigger intelligence picture to investigate crime.

- For an example if a 17-year-old tells you they were invited to a party in a hotel room, and when they were there they HAD to have sex.
 - This is a report of rape that should be referred to social care
 - Details disclosed should also be shared on a form; like the name of the hotel, the young person, anyone who they named as being there, how they got there, phone numbers used to arrange meeting there etc.
 - This does mean that there are 2 simultaneous processes to be completed at one time; the first – the referral will ensure that individual young person receives the help and support they need, the second- the form will ensure that the pieces of information contribute to building a bigger picture for investigation that may not just be relevant to this one child.
- So why can't you put all the information into the referral form and let children's services share it?
 - You should include the information in the referral form, but it is important that the person who receives the information is the one who completes the form, as each time a piece of information is passed to someone else to share its validity is weakened, as the second person is not the person who received the information directly; a bit like a new car if you are the first owner the car is worth much more when you buy it than when it is then sold to a second owner.
 - This also applies if you tell the information to a police officer, they are then the second owner; the information has been weakened; **so if you are the one who receives the information you should be the one to submit it on a partnership information sharing form.**

If a 22-year-old man tells you, they are frightened because individuals have moved into their home by force and are selling drugs from the property:

- This is a report of adult abuse and criminal activity that should be referred directly to Adults Services & the Police
- Details disclosed should also be shared on a partnership information sharing form; like the name of the adult, anyone who they named as being in their home, phone numbers used to arrange meetings there if known etc.

- This does mean that there are 2 simultaneous processes to be completed at one time; the first – the referral will ensure that individual receives the help and support they need, the second- the form will ensure that the pieces of information contribute to building a bigger picture for investigation that may not just be relevant to this one individual.

As with the previous example, it is important that the person who receives the information is the one who completes the partnership information sharing form, as each time a piece of information is passed to someone else to share it, its validity is weakened. Therefore, you should not presume that information you share to adult services or the police will be passed on by them using a partnership information sharing form. **If you are the one who receives the information you should be the one to submit it on a partnership information sharing form.**

Sharing Police Intel with others

Remember when intel is shared to ask the question ‘who can I share this with?’ How do I need to retain this information? [Guide to the General Data Protection Regulation - GOV.UK \(www.gov.uk\)](#)

Feedback on your form

Information you have about exploitation can be shared with the police’s ‘Force Intelligence Bureau’ (FIB) using a Partnership Information Form (FIB Form). This will give the police more intelligence about what is happening in communities and will provide a ‘piece of the jigsaw’ for investigations.

It is important to know that the police will not necessarily act on the information you share, nor tell you if they do act. This is because you are not reporting a crime on this form. If there is also a crime linked to the intelligence, you must report that as a crime, and you will gain feedback from that.

The intelligence you share may form part of a larger investigation or multiple investigations with lots of other intelligence, and due to the nature of the operations you may never find out how it was used.

But it is still important to share the intelligence, because it forms part of the bigger picture and could be the last piece of intelligence needed for the police to achieve something.”

Example of completed Partnership Information Sharing form:

1. Details of Professional submitting	
Name:	Samantha Smith
Post/Job Title:	Family support worker
Agency:	On the Green School
Contact Details:	
Telephone:	0123456789
Email:	ssmith@onthegreen.sch.uk

2. Information to be submitted
<p>Please provide clear and accurate information. Include as much detail as possible such as: WHO (names, dates of birth, descriptions, ethnicities, nicknames, phone numbers including both potential victim of trafficking and suspected offender).</p> <p>Tommy Tucker 01.03.2005 & Tammy Tyler 05.06.2006</p>
<p>WHAT (account of incident)</p> <p>Tammy told me that she and her brother regularly attend Cheery chicken Shop after school and the worker/manager John is their friend and offers them free food most nights and has a pool table at the back of the shop where they can chill and play Tammy said that sometimes Johns friends are there too smoking and drinking and have nice cars Tammy stated she was talking with a nice woman called Cathy who offered her alcohol</p> <p>at the end of the school day today I saw a car pick Tommy up there were 2 unknown adult males who looked older than 24yrs they were white the one had dark hair, the other was not so visible; he was wearing a cap. The vehicle was dark grey/black colour, VW Golf the first part of the registration was CX17 I could not see the rest</p>
<p>HOW (recruitment method, where recruited, controlling behaviours, vehicle details, registration numbers):</p> <p>John- worker/ manager of chicken shop providing free food encouraging children to go behind the shop into isolated room with unknown adults – Cathy? providing alcohol</p> <p>Car - picking up child outside of school</p>
<p>WHY (any identified vulnerabilities i.e. addictions, debt, health):</p> <p>I am working with the family, as Mom has recently been ill and has had to leave her job, there is little money coming into the house and I have supported them to access the food bank; the offer of free food and playing pool would be very attractive to them but I am concerned about the motives for this, and the fact that children have been offered alcohol</p>
<p>ANY OTHER INFORMATION? (For example, does your agency have any existing information that corroborates this new information being submitted)</p> <p></p>

WHERE (locations, addresses, websites):
 Children going to -Cheery Chicken Shop, 123 Thomas Street
 Car Outside On the green school

WHEN (times, dates):
 Chicken shop- after school /evenings
 Car- pick up 3.30pm today (date provided)

4. If the information was supplied by someone other than yourself, on a scale of 1-3 how reliable do you think they are?

- 1=Reliable 2=Untested 3=Not Reliable 4=Or 'Not Known'

5. How accurate do you think the information is on a scale of A-E?

- A=Known Directly B=Known Indirectly But Corroborated C=Known Indirectly
 D=Not Known E=Suspected To Be False

6. If the information is from a third party source, would they be willing to engage with the police?

- Yes No

If Yes, please provide preferred contact details for the individual providing the information:

7. Does this information involve a licensed premise (e.g. newsagents, takeaways, pubs, off-licenses)?

- Yes No

If Yes, please provide the trading name and address of premise:

Cheery Chicken Shop, 123 Thomas Street

Sharing and recording of intelligence

It is possible you may be in a professional forum where Police intelligence is shared:

Remember that intelligence is an analytical interpretation of information.

It is shared to help inform professional decision making and responses

It is not evidence and should not be shared with parents, carers or members of the public without agreement with the Police in the forum it is shared.

Please record all forms, save them under 'non disclosable information'.

There should be agreed protocols when intelligence is shared, these should ensure that the recording of intelligence does not, and will not in the future, breach the agreed parameters in which intelligence is shared.

For example; If intelligence is shared in a closed section of a MACE, Adult Safeguarding or child protection conference where the family have been excluded, it needs to be recorded securely in a way that any future professional accessing the file is aware and will follow the agreed parameters, and will not inadvertently share the information with anyone not included in the protocol.