

Guidance Document

# Community Partnership Information or CPI

Formerly the FIB1

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# Community Partnership Information (CPI) Forms

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## Community Partnership Information (CPI) Forms

### Background

These have been used by the Constabulary in one format or another since 2012. The form is provided for the sharing of non-urgent information by trusted partner agencies. The form used to be called an FIB1

### Why Should I Complete the Form?

Hampshire police would like partner agencies to submit intelligence on CPI forms to ensure we build intelligence cases on Perpetrators who are exploiting children, and to ensure that the police have accurate information to safeguard children when for instance they go missing. The rationale regarding the use of these forms is as follows;

1. CPI forms offers **protection to the source or informant of the intelligence**. For all agencies this must be a priority when considering information sharing, as the compromise of a source could result in considerable harm to the source and bring corporate liability under ECHR. The CPI forms should be sent to [247-Intel@hampshire.pnn.police.uk](mailto:247-Intel@hampshire.pnn.police.uk) where intelligence processors convert the form onto a 5x5x5 intelligence log. The source details and the information is sanitised in a way that ensures we do not compromise the source if action is taken or when the information is relevant during any court proceedings. It is important the partner agency has the confidence to pass the original source details on the CPI form. Further clarification around the 5x5x5 system can be provided upon request.
2. The submission of intelligence **should be dynamic and a 24/7 function**. If a partner has information to pass this should not wait for a meeting which might be weeks away, when the information could have led to the disruption of a perpetrator or the safeguarding of a child during the interim period.
3. The submission of the **intelligence should be auditable**. Therefore it must be recorded. Passing intelligence verbally leaves the sender and the recipient vulnerable to criticism as to when and how they passed the intelligence if for instance the route of information sharing is scrutinised during a public enquiry.
4. By recording the information we ensure the **accuracy of the information** is not lost in transition. By verbally passing the information to a 3<sup>rd</sup> party such as a police officer we increase the risk of the intelligence being contaminated due to another layer being created in the chain of the intelligence flow. This increases the risk of **collateral intrusion** on third parties, and the misuse of overt and covert tactics. The aim should be to record and submit the intelligence as close to how the source told it as possible.
5. The CPI form ensures that the **intelligence is uploaded onto the Police National Database**. This ensures other police forces can see the intelligence, an important factor considering the threat of trafficking

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and movement of children in the case of county lines for instance, or when a child is moved into the care of another county.

6. It should be noted that Hampshire police seek to comply with the above points by submitting **PPN1 forms**.

### **What is the form used for?**

In its simplest form the aim of the CPI is provide relevant information to police. Information that you think police should know but you might not previously have been aware of how to raise it to us. When completing the form please try to bear in mind why the information is relevant to police and what we might realistically be able to do with it.

### **What is the form not used for?**

The form is not designed nor should it be used to replace any existing reporting mechanisms that are already used by your organisation to provide information to Hampshire Constabulary. These include

- Calling 101 or 999
- Speaking with or passing information to Police Officers/ Police staff acting in a liaison role with your organisation.
- Referral forms that already exist (For example s47 child referrals, adult services)

The form should not be used to report crime. Crime should be reported using one of the mechanisms above. The form is for you to give us information that you consider to have intelligence value. For an example of the distinction please see the following two pieces of information:

1. Mary SMITH 01/01/30 told me that her husband John SMITH 01/01/32 beats her regularly. He said if she speaks to police he will kill her. Mary is afraid.
2. Mary SMITH 01/01/30 told me that she thinks her neighbours are drug dealers. People come to the address 1 The Avenue at all hours, stay for a bit and then leave.

In example 1 this is a crime. Mary is being assaulted regularly, she is a victim of domestic violence and a concern for welfare occurrence (crime) needs to be created and safeguarding implemented at the very least.

In example 2 the information provided will be processed, sanitised, graded and it will become intelligence. Mary's details, as the source of this intelligence, will be protected.

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### How should I complete the form?

- Provide your full details and where applicable the full details (name, date of birth and address) of the person providing you with this information. This will allow for effective linking making sure the information is actionable should it be deemed necessary.
- Where possible explain the circumstances in which you were given the information or how the person you spoke to came to know the information. Please indicate the reason why the person has given you this information and who else may know. Often, this rationale allows us to make decisions when grading the information and assessing the risks posed. This is called the provenance of the information.
- The information itself should be concise and succinct, providing all the salient information within a few lines. See Example 2, above.
- Ensure you highlight the tick box which says will you allow the police to make further contact. This is important, for example, for doctors. Consider the following scenario. A patient tells the doctor about who stabbed him. It relates to a drug network. The patient thinks it's in confidence, but when police contact the source without doctor first being consulted the patient/ doctor relationship is put in jeopardy.

### Where should I send the form?

The email address is [24/7-intel@hampshire.pnn.police.uk](mailto:24/7-intel@hampshire.pnn.police.uk).

This is monitored 24 hours a day.

The email address is a secure network. There is no need to password protect your emails to us. This can delay the assessment process.

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### Good Practice

On the following pages there are two fictitious CPIs.

*Example One* gives an idea of how, ideally the form could be completed.

*Example Two* is a less successful submission with examples of practice to try and avoid.

### Example 1.

Your Details			
Name	Melanie Osgood		
Organisation	Childrens Services		
Telephone	02380567987	Email	SCCservives.gov.uk
Information <i>including date and location</i>			
Home visit to mother of Rory McGill who stated that he continues to carry a knife and he is involved with a gang who sells Class A drugs. She thinks he owes a drug debt to one gang because a packet he was carrying was lost/stolen. He now works for another gang to try and pay off the debt.			
Information Source			
Where did this information come from?			
Name	Sue McGill mother of Rory McGill 02/01/1999		
Date of Birth	22/10/1968		
Address	[REDACTED]		
Can they be re-contacted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<i>If yes, provide details</i>	Telephone	Email	
	[REDACTED]	[REDACTED]	
How did they find this information out?			
From Rory and from witnessing men looking for him and from missing knives.			
When did they find this information out?			
23/06/18			
Who else have you shared this information with?			
24/7 only			

### Points to note:

- The information provided is concise
- Full contact details have been provided
- Full details of how the information was passed have been included
- Full information regarding the vulnerable male and his mother have been given
- The provenance (how you know the information) is detailed
- It has been made clear who else has been made aware of the information (only police)
- Can we change it to a 'yes' they can be re-contacted?

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- There are no contact details for the source of the information, this can be one of the biggest obstacles for police when trying to action information / safeguard potential victims.

### Example 2.

Your Details			
Name	Chloe Segal		
Organisation	Children's Social Care		
Telephone	[REDACTED]	Email	[REDACTED]
Information <small>including date and location</small>			
Disclosures of CSE in a hotel on 02 June. The first instance LN received a ring, alcohol and money in exchange for having sex with men. CZ disclosed that they held her down in the hotel the first time and touched her sexually. The second time she met with them was in Cashmere Road where LN had sex with them again but CZ kicked out at them and ran away. LN got alcohol and money this time. The third time CZ met with them was back at The Hotel again and LN had sex with them again but CZ ran away. On another occasion they all went to the local youth club where they drank coke and ate so many crisps CZ and JM got sick. They watched a whole box set of Friends before going to bed very late and didn't get up until late in the day. At that point several more friends came around and they all had a party and drank alcohol and some more of the males from the previous time came around. CZ was in a mess			
Information Source			
Where did this information come from?			
Name	Elaine Pickerton		
Date of Birth	[REDACTED]		
Address	[REDACTED]		
Can they be re-contacted? <small>If yes, provide details</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Telephone                      Email [REDACTED]                      [REDACTED]		
How did they find this information out?			
Laura disclosed the information			
When did they find this information out?			
during DPTM meeting			
Who else have you shared this information with?			
Police - PC 1234 Smith, PC Brown, PCSO Green, Laur'a school			

### Points to note:

- Full contact details have not been provided
- The information provided details a crime and therefore should be reported as such
- The use of initials for the person/s involved - full names and dates of birth should be provided if known
- Full details of where (address, name of hotel) have not been provided.
- The source's details are not complete for provenance assessment
- Agency acronyms used within the form – these should not be used and need to be written in full.

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- No real details of anyone involved have been provided. If known please ensure these are included. Vague details which cannot be researched, linked or actioned
- The information has already been shared with several police officers and the child's school. If the information sensitive sharing it widely *before* it has been assessed can be detrimental to those involved.
- Always try to be clear *when* the events described happened and *when* you became aware.

### **Other practices to avoid include:**

- Copying and pasting entire emails between colleagues in partner agencies
- Including entire transcripts of interviews with clients
- Completing the form with large amounts of unnecessary text, try to be brief. If there is something else that we need to know we will contact you.
- Please do not submit a CPI form because calling 101 to report a crime is the easier option!
- If your client is reticent to report something as a crime submitting a CPI form is not an option. It is your duty of care to ensure the crime is reported through the appropriate channels.
- To avoid duplication and to save everybody time do not report something via 101 *and* complete a CPI form.

### **Contact us**

**If in doubt please contact us at the 24/7 either via email or by ringing 101 ext 4-247-247. We are here 24 hours a day and will be happy to advise on any query or concern that you may have and it may save both our organisations time ensuring the safeguarding and action required happens in a more timely manner.**