

2019

# CPI Examples Guidance



## Introduction

Recognising the importance of working together to keep communities safe, we sincerely value the support of our partner agencies, in particular, the sharing of information to assist us with tackling and disrupting crime.

It is important that we support and guide partners with this process to maximise the potential that shared information can have to influencing positive outcomes.

Whilst we appreciate it is difficult for our partners to differentiate between what is information and what is a crime, we have devised this guidance to assist partners with making this assessment and completing the Community Partnership Information Form.

By sharing examples of best practice, this guidance aims to support partner to have a clearer understanding of the level of information needed in a CPI form and what police need to know - highlighting the importance of information being clear, concise and relevant to increase the potential of it being usable police intelligence.

The guidance also aims to help partners understand when it may be more relevant to report information to police as a crime report or as a safeguarding referral.

If you need further advice, Intelligence Development Manager Nick Tromans is happy to assist where possible. Nick can be contacted via the email below:

[Nicholas.tromans@hampshire.pnn.police.uk](mailto:Nicholas.tromans@hampshire.pnn.police.uk)

Where Nick may not be available, please the central education team are also happy to assist and can be contacted via the email below:

[schoolyouthengagement@hampshire.pnn.police.uk](mailto:schoolyouthengagement@hampshire.pnn.police.uk)

**Please note:** mailboxes are monitored between core business hours only and we will endeavour to respond to you as soon as practicable.



Further information and access to the CPI form can be found on the Safe4me website via the following link:

<https://www.safe4me.co.uk/portfolio/sharing-information/>



## Examples: Best Practice CPI

- Information is clear and concise – no unnecessary/irrelevant content
- Full contact details have been provided for the person submitting
- Full details of how the information was passed have been included
- Provenance is detailed (how, when you know the information)
- It is clear who else has been made aware of the information (for police information only)

# Example 1: Best Practice CPI

Your name: XXXXXXXX

Your organisation: XXXXXXXX

Your telephone number: XXXXXXXX

Your email address: XXXXXXXX

## Information (including date & location):

John SMITH 06/04/2002 is in possession of a lot of new clothes – all label clothes – Armani jeans and a Vivian Westwood belt were named.

## Information Source:

Where did this information come from (name/DoB/address)? Hannah SMITH 04/09/2001

Can they be re-contacted? What are their contact details?  
456 The Drove, Southampton

How did they find this information out? Witnessed

When did they find this information out? 01/04/2019 0120hrs

Who else have you shared this information with? No one

- ✓ Originator details included
- ✓ Information concise and clear
- ✓ Adequate details of source
- ✓ Details of when/where/how
- ✓ Who else knows is included

## Example 2: Best Practice CPI

Your Details			
Name	XXXXXXXXXX XXXXXXXXXXXX		
Organisation	XXX XXX XXX		
Telephone	XXXXXXXXXXXX	Email	XXXXXXXXXXXXXXXXXXXXXXXXXX

Information
<i>Including date and location</i>
During a missing episode on the 16/05/2018 Mary SMITH DOB - 01/01/2003 and Jane BROWN (Preferred name is Lxxxxx) DOB - 02/02/2002 were seen with 2 males –described as 'Black/Caribbean/English' and aged around 20 years old. The men were informed that the girls they were hanging around with were just 14. Mary and Jane were very drunk and ran off. Mary's bag had condoms inside. Mary dresses "provocatively".

Information Source	
Where did this information come from?	
Name	Peter PARKER
Date of Birth	01/01/1911
Address	123 The Avenue, Gosport
Can they be re-contacted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, provide details</i>	Telephone                      Email
	01962 1234567                      [REDACTED]
How did they find this information out?	
MISPERS seen whilst they were missing and this is what was observed.	
When did they find this information out?	
16/02/2019	

Who else have you shared this information with?
Mary's SW, Hampshire MASH

- ✓ Originator details included
- ✓ Information concise and clear
- ✓ Adequate details of source
- ✓ Details of when/where/how
- ✓ Who else knows is included



## Example 3: Best Practice CPI

Your name: xxxx xxxx

Your organisation: xxx xxxxxx xxxxx

Your telephone number: xxxxxx xxxxxx

Your email address: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Information (including date & location):

02.05.2018 2 The Avenue, The Road, Fareham

During a discussion Amy WHITE 01/01/2001 said that John SMITH has a new car that he drives around in. Amy said it was an Audi A3.

Information Source:

Where did this information come from (name/DoB/address) Amy WHITE 2 The Avenue The Road, Fareham

How did they find this information out? Disclosed by Amy to staff member

When did they find this information out? 02.05.2018

Who else have you shared this information with?

- ✓ Originator details included
- ✓ Information concise and clear
- ✓ Full details of source
- ✓ Details of when/where/how



## Examples: Inadequate CPI

- Full contact details of person submitting not provided
- Information not clear and concise
- Information details crimes and safeguarding concerns - not for CPI. (should be reported accordingly - call police/referral)
- Initials used for the person/s involved - full names and dates of birth should be provided if known
- Full details of where/when not provided (address, name of hotel, dates/times etc.)
- Source's details incomplete for provenance assessment
- Agency acronyms should not be used within the form and need to be written in full
- No useable details of people involved - if known please ensure these are included

Vague details cannot be researched,  
linked or actioned



# Example 1: Inadequate CPI

Your Details			
Name			
Organisation			
Telephone		Email	xxxxxxxxxxxxhants.gov.uk



Originator details incomplete

Information
<i>(including date and location)</i>
<p>Visit to xxxxx at 7/2/18 at home.</p> <p>Upon arrival xxxxxx was outside having a cigarette and appeared upset. We went in and she explained that over the last 2 weeks she has been arguing with xxxxx. She said that she thinks xxxxxx has been lying to her. She went on to say that xxxxx had said she could go back to xxxxxxx and has since retracted this. xxxxx said that she wasn't happy in xxxxxxx and she wanted to go back to live with xxxxx or independently in the house xxxxx owns there. xxxxxxx said she thought it was unfair as she had been following xxxxx's rules since returning to xxxxx and was home every night by curfew.</p> <p>xxxxxx and I spoke about the xxxxxxx xxxxxxxx and she got angry. xxxxxxx said that xxx were "out to get her". She said that she had not smoked cannabis when she was there or brought it on site. She said she had told xxxxxx that on one occasion she had woken up at 6am and couldn't get back to sleep so she had smoked but that she wasn't under the influence when she attended the project. I explained to her that I had been informed that her and other members had been smoking at the train station opposite the site. xxxxxxx insisted that she had not smoked, she said she had hung out there with a group but only one of the boys smoked cannabis and he ran away when staff saw them. xxxxx said she had been honest with staff there about the fact she smoked cannabis and that she would continue to do this but only in the evenings. She said she felt like because she had told them that, they only ever spoke to her about cannabis and would regularly accuse her of having "the munchies".</p> <p>I asked xxxxxx what she had been doing with her days and she said she spent most of her time with her friends xxxxxx xxxxxx (xxxys) and xxxxx. xxxxx went on to say that there was a lot happening in xxxxxxx. I asked her what she meant by this and she said that there are parties happening at xxxxxxx xxxxxxx house where girls are going, drinking, taking drugs and having sex. She said that she had not gone or been invited. I asked where this was happening and she said at xxxxxxxx xxxxxxxx house and that she had heard that police</p>



Straight cut and paste of a home visit. Large amounts of information, no attempt to triage specific issues of concern

Information Source	
Where did this information come from?	
Name	xxxxxxxx xxxxxxxxxxxx
Date of Birth	01/01/1940
Address	xxxxxxxxxxxxxxxx
Can they be re-contacted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, provide details</i>	Telephone: _____ Email: _____
How did they find this information out?	
_____	
When did they find this information out?	
_____	
Who else have you shared this information with?	
_____	



Source details incomplete – no contact details provided



No details of when or how this is known or who else knows the information

- X Originator details incomplete**
- X Information is not concise and clear**
- X Source details incomplete**
- X No details of when/where/how**
- X No details of else knows**





## Example 2: Inadequate CPI

Your Details			
Name			
Organisation			
Telephone		Email	
Information <small>(including date and location)</small>			
xxxxxxx2018 at xxxxxxxxxxxx 12 - 1pm			
<p>xxxx xxxxxxxx attended his xxxxx appointment with xxxxxxx xxxxxxxx and also came to collect items from myself xxxxxxx xxxxxxxx (allocated social worker), xxx xxx from xxxxxx has also met with xxxxxxx. I have left and re-joined the meeting at times to gather items for xxxxxx.</p> <p>xxxxx has disclosed in the meeting he has been working for two different lines. Two different drug networks in xxxxxxx and xxxxxxx. xxxxx says that he has been in trouble with both networks as they know he has been working for both. xxxxxxx has also been 'robbing' from one line for the other. xxxxx has then stated that they have told him that he needs to choose a side to be with 100% and not 'work' between the two. xxxxxxx also said that they have forced him to commit robbery against others (usually for drugs). xxxxxxx says that he will deliver drugs to 'crack dens', sometimes he will 'hangout there'. xxx showed us a large mans xxxxxxx Watch on which he claims to have bought for £xx off someone in a 'crack den' who desperately needed the money for drugs. xxxxxxx says that he agreed to sell it back to him in a week and the guy said he would give him £xx so he made a profit.</p> <p>xxxxx spoke of how the xxxxxxxxxx have guns and carry knives and the xxxxxxxxxx carry knives, he says he is not worried about someone coming at him with a gun as he thinks he would be able to 'talk them down', he has been stabbed by a knife before and he is not worried about being stabbed again. xxxxxxx says that mates are now using rubber bullets when shooting and this is not reported in the press and there have been lots of shootings not reported.</p> <p>xxxxxxx spoke about the murder of xxxxxxxxxx in xxxxxxx (xxxxxxx) he said that there is a guy in prison for it and another one was in trouble but there had been a third guy involved who did it 'xxxxxxx' and he has got away with it. He said xxxxxxxxxx had been stabbed for getting in an argument with these boy one night.</p> <p>xxxxxxx spoke of believing that he could be stabbed at any time by one of these networks if he was to leave and join the other. He also spoke of someone in each network who could look after him if the other were threatening him.</p> <p>xxxxxxx said that if he were to be threatened, assaulted or stabbed the first thing he would do would be to call the network person who should be looking after him, NOT Police or any other professional.</p>			
Information Source			
Where did this information come from?			
Name	xxxxxxx xxxxxxxxxx		
Date of Birth	01/01/1940		
Address	xxxxxxxxxxxxxxxxxxxxxxxxxxxx		
Can they be re-contacted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<small>If yes, provide details</small>	Telephone	Email	
	xxxxxxx		
How did they find this information out?			
xxxxxxx disclosed this information to xxxxxxxxxx and has also discussed it with xxxxxxxxxx who is in xxxxxxx and shared it xxxxxxxxxx.			
When did they find this information out?			
on xxxxxxx/18			
Who else have you shared this information with?			
Attempting to share with xxxxxxxxxx (police)			



Contact details not completed



Describes full conversation of meeting – majority of information is irrelevant and not specific.

Potential usable information not clear or concise

**X Originator details incomplete**  
**X Information is not concise and clear**  
 Information indicates crimes and significant safeguarding concerns to the source. This information should be reported to police, not via the CPI form

