

# COMMUNITY PARTNERSHIP INFORMATION PROCESS FLOWCHART

## A QUICK GUIDE

As part of Hampshire Constabulary's commitment to working with partners to safeguard and protect young and vulnerable people, this guide aims to support partners with sharing non-urgent information using the CPI form by:

1. Showing the journey of the CPI
2. Detailing the process to determine how the information is used
3. Explaining when information is more suitable for a safeguarding referral or crime report

### CPI , Crime Report or Safeguarding Referral?

Use the CPI form to report **non-urgent** things you hear, see or know which may form part of a jigsaw and inform the bigger picture

Report to police if information relates to imminent risk to a child/person or a crime is about to be committed: **Call 999**

Report to police if someone has told you information that suggests they are a victim of crime: **Call 101 or report online** [www.hampshire.police.uk](http://www.hampshire.police.uk)

Refer to relevant Child/Adult Services if the information causes 'non-immediate' concern for a child or vulnerable adult, as per local process

More information about the CPI, including best practice and assessing if your information should be reported as a crime or safeguarding referral, can be found on the dedicated Safe4me CPI webpage: <https://www.safe4me.co.uk/portfolio/sharing-information/>

**CPI submitted to 24/7 Intelligence Team  
Assessed within 30 minutes by Duty Supervisor**

**Information considered **NORMAL** priority**

**CPI information is dealt with slow time**

**The CPI form is added to the Hampshire Police system as an external document**

**An intelligence log is created and all relevant elements such as names, places, vehicles and telephone numbers are added to the log**

**The source of the information is hidden electronically and no longer viewable by anyone outside of the intelligence department.**

**Risk assessment carried out**

**MASH**  
CSD / ASD C/A MHT

Added to police systems, referred to MASH  
or sent to force control room

**POLICE**  
Sent to sector/specialist depts.

**All CPI data collated on a monthly basis**

**Information considered **HIGH** priority.  
Immediate action required**

**CPI is actioned immediately**

**Control room contacted for officer deployment**

**Crime recorded and referrals made where necessary**

**Information considered as a **CRIME**.  
Not for CPI**

**Information provided to Force Control Room**

**A crime record (occurrence) is created**

**Occurrence tasked to local officer for action and investigation**