



Wiltshire and Swindon Partner Agency Information Sharing Form Submission Guidance

The Partner Agency Information Sharing form enables partner agencies to share information of any kind with Wiltshire Police that can help to keep people safe.

In a partnership role there will be many times where you come across information that could assist the police in investigations and the safeguarding of vulnerable people. Sometimes this information may not seem relevant or important in isolation but when viewed as part of the bigger picture, and assessed by others, it could be vital or provide a missing link.

Key points when completing this form

- Write your report so that the person providing you with that information (the source) **cannot** be identified
- Ensure you include the who, what, why, where, when and how related to the information as best you can
- **Do not** use a person's initials or acronyms, please write details out in full.
- Be **clear** and **concise**
- Please separate multiple pieces of unrelated information into separate reports, rather than submitting as one large report.
- **Do not** cut and paste large volumes of case notes in a case note format, which can often be extensive, into an intelligence submission – write the key facts only and remove unnecessary text. Please be specific with the facts within the information.

The information

Please select the box that most relates to your topic of information, if it does not fall within the concerns listed, please click something else and specify the concerns within the information.

What is the information?

Information should always be clear, concise, relevant and without abbreviations.

- Include full names, dates of birth and addresses where possible for all individuals mentioned within the report. Do not use a person's initials or acronyms
- Include aliases/street names/nicknames
- Telephone numbers
- Dates, times and locations
- Vehicle registrations and descriptions
- Identify how individuals mentioned within the report are connected or linked if there are multiple individuals in one report (i.e. parent, child, associate, neighbour, etc.).



- Any identifying features or clothing

The important point to keep in mind when completing the information section is that a third party reading it should **not** be able to identify who the source is. Ask yourself, if this section of text was shared with a third party or disclosed in court, would a person reading it be able to identify the person who had provided the information? You should write this section in such a way that the answer to this question is **no**.

How do you know this information (have you seen it or heard it first-hand?)

The **'source'** of the intelligence is the person providing the information to you. e.g. a pupil in school, a teacher, a young person or family member open to your service.

You can also be the source if you obtained this information directly e.g. you observed someone in a vehicle, noticed items in a house, or witnessed associations of young people and/or adults, any sightings, smells or anything you hear etc.

The details of the person who provided the information to you should only be placed in this section of the submission form. Please also grade the reliability of the source within one of the three categories...

Reliable – this is information that is factually proven such as through digital sources like CCTV or something a police officer has witnessed.

Untested - Information that has not been substantiated. The source may not necessarily be unreliable, but the information provided should be treated with caution.

Not Reliable – When there are reasonable grounds to doubt the reliability of the source. This may include concerns regarding the authenticity, trustworthiness, competence or motive of the source. If this is the case, please try to explain why you consider the source to be un-reliable.

Anything else you'd like to add?

This section should not have information within it that should be in the body of the report. If you have nothing else to add, please put N/A.