



STAFFORDSHIRE
POLICE

Staffordshire Police Intelligence Management Policy Document

Produced by Staffordshire Police for FOI 17044

OFFICIAL-SENSITIVE

Policy Document Information

Policy Sponsor: ACC

Policy Owner: Head of Service Delivery / Director of Intelligence

Author: Tactical Intelligence Manager [REDACTED]

Publication date: 14/06/2024

Review date: 14/06/2026

Version History

Number	Date	Change
V1	14/06/2024	New version

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and legislation will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the following legislation/law:

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Crime and Disorder Act 1998
- H&S legislation
- Data Protection Act 2018
- Freedom of Information Act 2000

Policy

Scope

This policy covers the management and recording of intelligence information and articulates the principles by which Staffordshire Police will discharge its functions in relation to the management of intelligence information which is crucial to providing a quality service to the public, partner agencies, other police forces and law enforcement agencies.

Introduction

This policy is required to ensure Staffordshire Police comply with national legislation and Authorised Professional Practice (APP) guidelines and provisions with regard to the management of intelligence information.

The APP provisions are shown in the link below and can be accessed via the homepage of the APP website:

[Intelligence Management](#)

The policy provides a consistent approach and aims to ensure that all members of Staffordshire Police are aware of the correct procedures in gathering, recording, evaluation, dissemination and retention of intelligence.

Police information is stored in a number of databases across Staffordshire Police.

NICHE RMS integrates 12 of these systems to provide a data repository.

Our primary database for policing Intelligence is NICHE RMS and all intelligence of relevance to the Force must be recorded on the NICHE RMS in order that it is readily accessible for operational policing purposes.

It is important that such information is retained so as to be accessible for operational policing and will:

- Give clarity and direction to police officers and police staff in the management of intelligence information and in the submission of intelligence.
- Improve the quality of electronic recording and management of intelligence information.
- Build confidence amongst police officers and police staff in the use of associated databases.

Staffordshire Police will ensure that police officers and police staff who use and/or manage this information will be appropriately trained and have a good working knowledge of the NICHE RMS system in order to safeguard the information and to comply with the Data Protection Act (2018) and General Data Protection Regulation (GDPR).

Procedure

Procedure

All police officers and police staff using and/or managing intelligence information systems will be appropriately trained and have a good working knowledge of the appropriate intelligence systems. Access to NICHE RMS will be granted on successful completion of the pre-requisite training course applicable to their role.

The Intelligence Report (IR) is used to submit and evaluate intelligence, and to manage dissemination of the intelligence. It protects the source and contributes to an audit trail of the intelligence. Standardisation of reporting provides a shared confidence between law enforcement communities and partner agencies. For more information on the Intelligence Report please refer to APP.

Intelligence

All intelligence must be recorded on NICHE RMS within the following time frames:

- High priority – as soon as possible
- Medium priority – within 24 hours
- Low priority – within 72 hours

These time frames are initiated from when the intelligence is received by a member of the police profession.

Individuals must submit intelligence immediately upon the first moment this is practicable.

Upon Intelligence submission through NICHE RMS, Users must select the intelligence priority:

High risk- serious harm

- This refers to information which indicates a risk of death and/or serious harm.
- The information could relate to the imminent commission of other serious crime
- Any firearms intelligence
- Any threat to life information

APP guidance stipulates that you must notify a supervisor immediately so action can be taken. Submission of intelligence does not relieve you of your responsibilities to ensure any threat or harm is mitigated

Medium risk – Information focused on:

- Force Control Strategy Areas
- Intelligence requirements
- Current Operations
- High risk / Prolific offenders

Actionable intelligence/information defined as: Intelligence or information that may lead to:

- The arrest of an offender or
- The recovery of stolen property or controlled drugs

And if the intelligence is not actioned immediately this may result in a failure to achieve either of the above aims and loss of evidence.

Low risk – All other information

- Must meet Policing Purpose and will benefit from further research and development. Such information may identify emerging trends/issues or problem localities which will inform the NIM process.

The intelligence content should comply with the principles of 5WH namely what, when, where, why, who and how.

Intelligence must be properly sanitised, evaluated and its provenance assessed. The body of the report should not indicate the nature of the source whether human or technical.

All intelligence will be graded as per 3x5x2. The grading will evaluate the reliability of the source informing on tactical options, intelligence assessment, handling conditions and risk assessment if necessary. All intelligence will be MOPI complaint and marked up with the relevant code to allow effective review of intelligence retention.

Officers or staff submitting intelligence are responsible for carrying out systems searches, and basic research connected with the intelligence submitted in order to corroborate information given and provide context.

Specialist Crime Command (SCC) Intelligence Supervisors will complete regular trawls of intelligence submissions to identify Threat, Harm and Risk and assess actionable intelligence and opportunities in accordance with control strategy priority areas. These will be taken to the Daily Management Meeting (DMM) as necessary.

SCC Intelligence Supervisors will also take intelligence to the DMM where prioritisation and resourcing decisions need to be made.

Officers or staff who are tasked with actionable intelligence are responsible for defining all subsequent actions relating to that intelligence, in support of intelligence development or investigative activity. This will be in line with Threat, Harm, Risk, Investigation, Vulnerability and Engagement (THRIVE) and reflect any prioritisation set at Tactical Tasking and Co-ordination Group (TTCG) or DMM.

Where information collected for any policing purpose and recorded on other systems, impacts on the risk to the public posed by an offender then an intelligence record will be created in NICHE by the person receiving that information.

Where policing information is recorded on other systems or held in hard copy form as a result of an investigation or operation then either during, or at its conclusion, the information held must be reviewed by the person responsible for that investigation or operation to assess whether any should be added into NICHE as an intelligence record.

It is the responsibility of staff engaged in partnership working for a policing purpose to collect any intelligence information identified from other agencies as a result of that working and ensure it is recorded on NICHE.

Other related documents

Related documents

- COP Guidance on MOPI 2010
- Review, Retention and Disposal Policy PD 54
- Data Quality and Data Cleansing Policy PD 120
- Management of Information Policy PD 118
- Force Information Security Policy PD 55
- Information Sharing Policy PD 132
- GPMS Policy PD 119
- [REDACTED]
- MIRSAP 2005
- ACPO Data Protection Manual of Guidance 2006

In addition to this policy all NICHE user guides can be located on the NICHE Reference Library

Monitoring and review

This policy will be monitored by the Tactical Intelligence Manager and will be reviewed at two-year intervals or as dictated by legislative changes or identified changes in process.

Who to contact about this policy

This policy is owned by the Head of Service delivery/Director of intelligence and is managed by the Tactical Intelligence Manager. Any enquires about this policy should be directed to KH@staffordshire.police.uk

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