

7 If no victim is identified but you have information that suggests someone could be at risk of being harmed, you can inform the Police by e-mailing: [forceintelligence@northumbria.pnn.police.uk](mailto:forceintelligence@northumbria.pnn.police.uk)

## 1 What is the Northumbria Police Force Intelligence Mailbox?

The mailbox is an email address for partners and police officers to share intelligence and ensure it is received. The emails sent to the mailbox are accessed by Police Officers working in the Force Intelligence Bureau who will rate the intelligence and either share with the most appropriate resource, Police Area Command or use it to further build intelligence.

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## Emergency

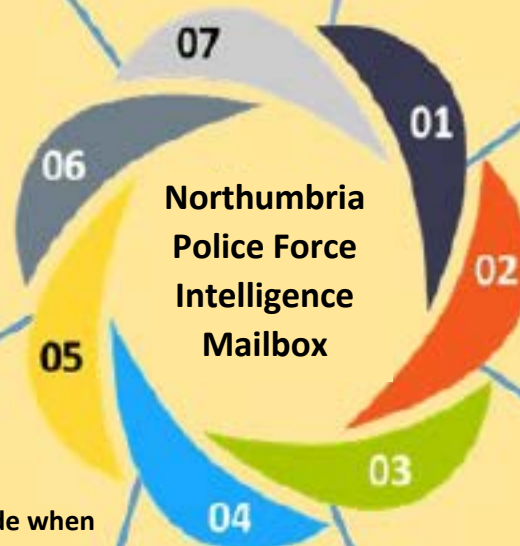
### What should come to the Northumbria Police Force Intelligence Mailbox and what should be reported via the control room:

- If an incident is happening now or the information is time critical the matter must be reported via 101 or 999 in an emergency

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If there is a child or vulnerable person at risk of harm to themselves or via another, you must report the matter via 101 or 999 in an emergency.

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## Northumbria Police Force Intelligence Mailbox

### What to include when submitting intelligence:

- Name
- Dates of birth
- Home addresses or addresses where the issue has / is occurring
- As much specific information you have around the issue, e.g. dates and times, patterns of behaviour, communication methods used, phone numbers, clothing worn, transport methods

- How do you know this information, who else knows this information, is there any risk to you or another if this information is acted upon
- Your contact details, including a telephone number

If you have an existing channel of communication or the matter has been actioned by police previously, please continue to use that to feed in intelligence, as there will be an existing OIC (Officer in Charge)

### Important to know:

- You will not receive any feedback on any intelligence submission
- The Police welcome all pieces of intelligence no matter how small, you never know where they fit in the bigger picture
- The Police may ask clarification questions following from your submission
- If you are involved with an organisation known as a statutory body, you have a duty to report any matters of concern to the police (e.g. school, health, social services)

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To access further seven minute guides, please use this [link](#)