

## Partner Information/Intelligence Submission Form 2025

If you have concerns about a child / young person / vulnerable adult you should make a safeguarding referral to your local children's or adult's services. **DO NOT USE THIS FORM IN PLACE OF A REFERRAL.**

Please complete this form using the advice sheet below as a reference.

<b>YOUR AGENCY:</b>	
<b>NAME:</b>	
<b>POST / POSITION:</b>	
<b>EMAIL:</b>	
<b>TELEPHONE NO:</b>	

### INFORMATION

Please supply all known information in as much detail as possible, including:

Date(s), Time(s), Person(s), Age (s), Address (s) Vehicle(s), Location(s)

If you only have partial details such as a first name or street name, please include this information as it helps us build a picture.

Please consider whether there is any risk to you or another if the police act upon this information.

It is expected that you will implement safeguarding measures in addition to submission of intelligence to the police.

It is important to explain in this section how YOU know the information you wish to share. Please enter your information here: *(this box will expand as you type)*

## THIS SECTION MUST BE COMPLETED

INFORMATION EVALUATION			
<b>SOURCE OF INFORMATION:</b> If the information was supplied by someone else, how reliable are they? The source evaluation is made by the person submitting the information to describe the reliability of the source	<b>1. RELIABLE</b> – This grading is used when the source is believed to be both competent and information received is generally reliable. <b>2. UNTESTED</b> – This relates to a source that has not previously provided information to the person receiving it or has provided information that has not been substantiated. The source may not necessarily be unreliable, but the information provided should be treated with caution. <b>3. NOT-RELIABLE</b> – this should be used where there are reasonable grounds to doubt the reliability of the source.		ENTER YOUR RATING HERE:
<b>INFORMATION ACCURACY:</b> This grading describes the reliability of the information based on how it became known to the source and from other available intelligence.	<b>A - Known directly to the source.</b> Refers to information obtained first-hand, for example, through witnessing. <b>B - Known indirectly to the source</b> but corroborated. Refers to information that the source has not witnessed themselves, but the reliability of the information can be verified by separate information that carries the information/intelligence of assessment of A. <b>C – Known indirectly to the source.</b> Applies to information that the source has been told by someone else. The source does not have first-hand knowledge of the information as they did not witness it themselves. <b>D - Not known.</b> Applies where there is no means of assessing the information. This may include information from an anonymous source. <b>E - Suspected to be false.</b> Regardless of how the source came upon this information, there is a reason to believe the information provided is false.		ENTER YOUR RATING HERE:
<b>DATE OF SUBMISSION:</b>		<b>TIME OF SUBMISSION:</b>	

**PLEASE RETURN YOUR COMPLETED FORM TO:**  
**forceintelligence@northumbria.pnn.police.uk**

### Advice regarding completion of the above form;

#### What should be reported via the control room via 101 or 999:

- If an incident is happening now or the information is time critical, the matter must be reported via 101, or 999 in an emergency.
- A report of a crime or information known to suggest a crime has been committed.
- Information to suggest there is a child or vulnerable person at risk of harm to themselves or at risk of being harmed by another person.

Other matters can be submitted as intelligence on the above form to the force intelligence mailbox at the following address –  
[forceintelligence@northumbria.pnn.police.uk](mailto:forceintelligence@northumbria.pnn.police.uk)

### **What to include when submitting intelligence:**

- Full names of persons mentioned.
- Dates of birth or ages.
- 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.
- Explain how 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.

### **Important to know:**

- You will not receive any feedback on any intelligence submission.
- We welcome all pieces of intelligence no matter how small, you never know where they fit in the bigger picture.
- We may ask clarification questions following from your submission.

*Many thanks on behalf of Northumbria Police Force Intelligence Bureau*