



**FRONTLINE
FOCUS**

Check List



Assault

- For personal safety reasons, **THINK WEAPONS** if dealing with assaults.
- **FOR DOMESTIC ASSAULTS & HATE CRIME ALWAYS TAKE POSITIVE ACTION.**
 - **Always** record in PNB, details of injuries, and evidence of anxiety and distress of the victim and any children present. This may be a major factor to enable prosecution in the absence of a complaint from the victim.
- If injury life threatening or life changing then:
 - Consult supervisor and treat as serious. Serious assaults could result in death and a supervisor should be consulted in every such incident: consider scene preservation, and forensic opportunities on both victim and offenders.
 - Manage route in and out of scene.
 - Preserve scene and establish scene containment.
 - If serious consider accompanying victim to hospital to gather evidence (ie clothing, dying declaration).
- Identify witnesses and record details.
 - Consider other witnesses, Neighbourhood watch.
 - Remember - original caller may be a witness.
- Identification and arrest of suspects is a priority.
 - Record first descriptions (cases can be lost if not recorded in accordance with PACE).
 - Consider street identification.
 - Consider hospital enquiries for offenders - they may also have received injuries.
 - Consider and minimise cross contamination if dealing with both victims and offenders.
- Search immediate area for other evidence (weapons and suspects).
- Consider all other evidence opportunities, Lateral Evidence Grab (identify CCTV mobile phone etc).
- Inform next of kin who may know suspect where life-threatening injuries exist - there may exist relevant history that may lead to a suspect.
- Obtain and record statement from victim at earliest opportunity.
- Check victim for offender's blood, DNA, fibres and preserve.
- Look for similarities in MO.
- Input crime report, recording all action in accordance with investigation checklist.
- Keep the victim and informant updated.

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

- Victim and offenders must be kept separate and not dealt with by the same officer where possible, particularly in relation to serious assaults. This includes transportation.
- Clothing from all parties to be seized at the earliest opportunity. Best taken by the officer dealing with that particular individual.
- All items to be correctly forensically packaged at time of seizing, exhibited and placed into POTF system. Unless soaking, clothing must be packaged in paper.
- Medical examination of both victim and suspect, if appropriate. Swabs from suspects hands, nail scrapings, hair combings are all non-intimate samples and can be taken by any Police Officer.
- Scenes of Crime to attend scene for forensic evidence, or photography.
- If Domestic Violence camera has been used to record injuries, ensure full procedures carried out for making master and working copy CDs.
- Scenes of Crime to take evidential injury photographs.

There is a Senior Scenes of Crime Officer on call at all times who can answer questions you may have.

Burglary

- Pay attention to and establish specifics of MO.
- Distraction burglary - obtain description.
- Establish the route taken by the offender to get into and away from the property.
- Consider police helicopter and dog patrol officers.
- Obtain statement for all dwelling burglaries.
- Preserve scene including entry and exit points and all sources of evidence.
- Examine the scene, conduct thorough search and secure it for SOCO attendance. SOCO will attend all offences of dwelling burglary. Advise SOCO of any findings. See over.
- Locate any discarded stolen property nearby.
- Consider house to house - a **minimum** standard of **all** premises in line of sight. Record numbers visited and result of each.
- Why was this premises targeted? - Repeat victim? Previous suspects? History of crime at location? Will target hardening minimise risk of future offences?
- Check arrangements for securing premises.
 - Advise the complainant about the need to improve security (the possibility of the offender(s) re-visiting the premises).
 - Review the IP's window and door security. Is there is a need to improve locks/security? Refer to the Crime Reduction Officer.
 - Officers should issue crime prevention material, which should be left at any premises where contact cannot be made with the occupiers.
- Input crime report, recording all action in accordance with investigation checklist.
- Consider circulating lists of stolen property to appropriate recipients.
- Keep the victim and informant updated.

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

- Preservation of evidence at the scene is vital for detecting crime, and should be carried out as a matter of priority.
- Scenes of crime will only need to examine areas where offender has or is believed to have been.
- Consider the needs of house occupants.
- Point of entry to be preserved, doors and windows to be closed.
- If Distraction Burglary, always call Scenes of Crime and preserve all surfaces including door bells etc.
- Where items are outside these should be placed indoors, especially glass from point of entry (not laid flat or stacked). This should be in an area where they will not be disturbed or hinder normal movement in the premises.
- Footmarks outside must be covered to protect from inclement weather.
- Items inside to be preserved in-situ where practical.
- Where above not possible move items to a safe place.
- Remember to wear disposable gloves to avoid DNA contamination. Remember rough handling with gloves can rub off finger marks.
- Footwear marks on hard surfaces (floors, worksurfaces) may not be visible, so preserve by restricting access, or placing newspaper on the surfaces.
- Let Scenes of Crime know of all actions you have taken by recording on CIS.
- If a suspect is arrested for a recently occurred burglary ensure hair combings and clothing are taken at the earliest opportunity. Unless soaking, clothing must be packaged in paper.
- Ensure all detainee's footwear is Printscanned, unless trace evidence is required from the footwear. Consult SOCO.
- Subsequent Section 18 searches should also have footwear Printscanned.

There is a Senior Scenes of Crime Officer on call at all times who can answer questions you may have.

DISTRACTION BURGLARY

In addition to the actions listed on the Burglary aide memoir, the initial officer attending the scene **MUST** carry out the following:

- **PRESERVE THE SCENE**
- Ensure Force wide circulation of suspects, surrounding Forces if necessary.
- Complete distraction burglary questionnaire F700. This **MUST** be faxed to FIB in accordance with the details on the final page **PRIOR** to completion of your tour of duty.
- Where a detective constable is unavailable, the attending officer must obtain a victim statement and record a crime
- If an arrest is made, officers visiting the scene should not deal with the suspect in order to prevent cross contamination unless absolutely necessary.
- The suspect is to be forensically examined **PRIOR** to being placed in a cell.
- Photograph the suspect in his/her clothing prior to seizure.
- Footwear impressions will be taken in custody and passed to Scenes of Crime as a matter of urgency.

The forensic recovery from the arrested person should be carried out as follows: -

- Hair combed, using the kit provided in custody for this purpose.
- All external clothing seized and placed into clean paper bags.
- Each item of clothing to be bagged separately.
- Each bag is sealed by folding both ends and then using adhesive tape.
- Each bag is exhibited, with the label being attached to the outside of the bag.
- All bags are placed into a large paper sack and transferred to the Property Other Than Found System.

DISTRACTION BURGLARY

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

In addition to the SOC advice on the reverse of the burglary aide memoir, consider the following:

- Think like the suspect
- The scene preservation should include the perimeter and curtilage of the property, e.g. garden gate.
- Preserved surfaces touched by the offender to gain access are preserved e.g. handles, doors, doorbells, doorknockers, etc.
- Footwear marks may not be visible on hard or carpeted surfaces, but remain recoverable. Ensure preservation of possible footwear marks to enable recovery by SOCO.
- Officers should refrain from using doorbells, doorknockers, handles, door surfaces and other items used by offenders when attending the scene.
- Encourage the victim to refrain from moving around the premises, and explain why.
- Available CCTV should be viewed by the officer asap. This may enable SOCO to target their scene examination.
- Fully brief the SOCO to maximise opportunities for the recovery of forensic evidence.

Criminal Damage

- Prevent cross contamination.
- Circulate descriptions to patrols.
- Consider street identification with witnesses.
- Correct classification - could it be attempted burglary or accidental.
- Look for forensics, hair, footprints, fibres, DNA, smashed glass.
- Consult SOCO for correct packaging of exhibits.
- Check arrangements for securing premises.
- Consider:
 - Repeat victim - victim crime leaflet - victim support - TSU camera options.
 - Any grudges / neighbourhood disputes if so submit community intelligence report.
 - Consider house to house - a **minimum** standard of **all** premises in line of sight. Record numbers visited and result of each.
 - Is there CCTV in the area?
 - Provide prevention advice.
 - Is this part of a series of similar crimes in the area?
 - Consider statement if relevant evidence exists that may lead to arrest.
 - Is publicity likely to assist in the identification of offenders?
 - Are there environmental conditions that contribute to the commission of the offence, ie pubs, clubs.
 - Where an offender is ID'd, consider use of Penalty Notice - complete 190N & submit with 189 to clear offence up.
- Input crime report, recording all action in accordance with investigation checklist.

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

- The value of forensic evidence such as fingerprints and DNA is limited where the offence occurred in publicly accessible areas.
- Scenes of Crime will make photographic records where necessary.
- When a suspect is arrested, clothing and hair combings should be taken ASAP after arrival at the police station, exhibited and placed into POTF system.
- Consider that footwear marks may not be visible where kicking may form part of the MO.
- Ensure correct packaging procedures are carried out with all exhibits recovered. Unless soaking, clothing must be packaged in paper.
- On many occasions attending Police Officers are able to take relevant control samples instead of calling Scenes of Crime.

There is a Senior Scenes of Crime Officer on call at all times who can answer questions you may have.

Robbery from person

- Assess victim's injuries and condition. It maybe a contributory factor, or require medical intervention, ie diabetes.
- Record / photograph injuries - think DNA (swabs) where there has been a struggle, or where the offender has searched the pockets of the victim.
- Obtain full descriptions / details of victim / witnesses and clothing worn to be recorded, this may assist identifying the victim on CCTV. Record in PNB.
- First description of suspect to be recorded in PNB, and circulate descriptions.
 - Consider street identification procedure.
 - Consider showing witness photo albums if victim can identify suspect.
 - Contact hospitals if relevant e.g. where suspect has potential injuries from a struggle.
- Obtain full account of the incident, and details of the hour preceding the incident - this will assist in CCTV enquiries.
- The exact location of the offence is important, ensure that it is correct.
 - Consider why the offence was committed at this location. Does the environment contribute to the commission of this offence ie - vegetation prevents natural surveillance.
- Record details of items stolen - value - condition.
 - If a mobile phone is stolen: phone number, IMEI, make, model, network provider, call the phone, last call details identifying features and security marks.
- Get a statement! At the time of the report, unless condition of victim makes it impossible.
- Consider preservation the scene/victim/clothing for forensic opportunities, particularly in serious cases. Refer to SOCO (see overleaf).
- CCTV evidence - seize all tapes available in accordance with policy and exhibit.
 - Consider house to house - a **minimum** standard of **all** premises in line of sight. Record numbers visited and result of each.
- Is it part of a series of crimes with similar MO?
- Input crime report, recording all action in accordance with investigation checklist.
- Keep victim and informant updated.

Robbery from person

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

- Victim and offenders must be kept separate and not dealt with by the same officer where possible, particularly in relation to serious assaults. This includes transportation.
- Clothing from all parties to be seized at the earliest opportunity. Best taken by the officer dealing with that party.
- All items to be correctly forensically packaged at time of seizing, exhibited and placed into POTF system. Unless soaking, clothing must be packaged in paper.
- Medical examination of both victim and suspect, if appropriate, to record injuries evidentially - particularly where a struggle took place.
- Swabs from suspects hands, nail scrapings, hair combings are all non-intimate samples and can be taken by any Police Officer.
- Scenes of Crime to attend scene for forensic evidence, or photography, where appropriate.
- Recover discovered items that may have been discarded prior to and subsequent to the offence, for their forensic opportunities.

There is a Senior Scenes of Crime Officer on call at all times who can answer questions you may have.

Theft from vehicle

- Record full vehicle details make-model (hatchback/salon) colour-condition -security- index mark. **Do not** create vehicle page on CIS, but ensure full details are recorded on MO screen.
- Property stolen: list all property with full descriptions - condition - value.
- Search vehicle for possible evidence.
 - Is there anything found in vehicle that is alien to it, which could be related to the offender.
- Inform SOCO. Discuss attendance with SOCO and update victim.
- Consider:
 - Repeat victim - Are there any grudges/ possible suspects.
 - House to house enquiries record numbers visited and result.
 - CCTV in the area?
 - Part of a series of crimes with similar MO - are there environmental conditions that contribute to the commission of the offence?
- Obtain statement if relevant evidence exists that may lead to arrest.
- Assist victim in securing the vehicle.
- Input crime report, recording all action in accordance with investigation checklist.
- Keep victim updated.

Theft from vehicle

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

- If wet or damp weather, vehicles must be placed undercover.
- Vehicles should not be moved too far from the scene.
- If the I/P must use the vehicle prior to Scenes of Crime being available, then recover items of forensic value back to the Police Station.
- Visual search for blood if glass broken, if found inform Scenes of Crime who will prioritise this examination.
- Ensure the correct location of the vehicle is available for Scenes of Crime.
- Ensure contact details of victim are available for Scenes of Crime, especially if the vehicle is locked.
- Ensure contact details of victim are available for Scenes of Crime, especially if the vehicle is locked.

There is a Senior Scenes of Crime Officer on call at all times who can answer questions you may have.

Theft of motor vehicle

- Create vehicle page and link to crime. Record full vehicle details - make-model (hatchback/salon) colour-condition-security-index mark-Mileage. Ensure full details on MO screen.
- Consider:
 - Repeat victim - Are there any grudges/ possible suspects.
 - House to house enquiries record numbers and results.
 - CCTV.
 - Part of a series of crimes with similar MO - are there environmental conditions that contribute to the commission of the offence?
- Obtain statement if relevant evidence exists that may lead to arrest.
- Complete report with further details i.e. items stolen from within vehicle descriptions and values.
- When vehicle is recovered:
 - Contact SOCO for forensic internal examination. Discuss attendance with SOCO and update victim.
 - Remain with vehicle until recovery, or disable vehicle to prevent it being retaken.
 - Consider vehicle's use in other crimes.
 - PNC enquiry - Speeding etc for locations where vehicle has been.
 - Update 'H' screen on details of recovery.
 - Update PNC through crime recording system, giving details of location found and condition of vehicle e.g. burnt out, right off etc.
 - Contact the owner to arrange recovery at their insurers or their own expense and NOT that of the Police.
- Input crime report, recording all action in accordance with investigation checklist.

Theft of motor vehicle

THINK CONTAMINATION

CONSIDER THE FOLLOWING:

- If the weather is damp or wet then the vehicle must be recovered to a dry covered location to allow a full Scenes of Crime examination.
- If the I/P must use the vehicle prior to Scenes of Crime being available, then recover items of forensic value back to the Police Station.
- Ensure the correct location of the vehicle is available for Scenes of Crime.
- Ensure contact details are available for Scenes of Crime, especially if the vehicle is locked.
- Ensure clothing and hair combings are recovered at an early stage from people arrested on suspicion of offences. Unless soaking, clothing must be packaged in paper.

There is a Senior Scenes of Crime Officer on call at all times who can answer questions you may have.

Crime Recording

In specific circumstances where an arrest of a suspect by the officer inputting the crime is expected in the very near future, there may be no need for this process to be followed in its entirety.

- i) SOCO Y/N**
- a) not requested/ requested (reason or potential).
 - b) if any items retrieved (what, where located and ensure exhibited and continuity statements exist).
- ii) CCTV Y/N**
- a) present / not present.
 - b) if present, state whether seized and if so current location (ensure exhibited and continuity statements exist).
 - c) other possible sources of CCTV to investigate.
 - d) complete CCTV page.
- iii) HOUSE to HOUSE Y/N**
- a) State details of houses completed at (No. and Road Name) and relevant comments.
 - b) Detail if home at time of offence whether anything seen/ heard. If not home at time of offence record this.
 - c) If not completed why not.
- iv) EVIDENTIAL EXHIBITS SEIZED Y/N**
- a) Details of the exhibits.
 - b) Any property references.
- v) SUSPECTS Y/N**
- a) Place details on suspect page, as descriptive as possible. Forward details to scientific support for comparison purposes. Include any CIS/PNC checks.

Crime Recording (continued)

- vi) STATEMENTS
Y/N**
- a) Detail if victim/loser statement obtained. If obtained, where it is now located.
 - b) List further statements to be obtained; from who and why and when available.
- vii) WITNESSES
Y/N**
- a) list all potential witnesses, with full names and contact details (address as well as contact phone numbers day & evening) and when available.
 - b) Record potential for ID procedures etc.
- viii) CRIME
PREVENTION
ADVICE Y/N**
- a) Detail what advice was given.
 - b) Whether crime prevention team notified.
- ix) OTHER
INFORMATION
Y/N**
- a) Other units notified (VCC, ASBU).
 - b) Police Direct message utilised (include reference number if used).
 - c) ANPR.
- x) ENQUIRIES
COMPLETED Y/N**
- a) Note each line of enquiry completed.
- xi) OUTSTANDING
ENQUIRIES Y/N**
- a) number each enquiry left to complete.

Crime Clear Up Summary

Compliance with National Crime Recording Standards is essential to ensure effective data capture of detections.

A sanctioned detection is one that leads to:

- Charge.
- Summons.
- Caution.
- The offence being taken into consideration.
- Penalty notice for disorder (or other relevant recordable offence).
- Formal warnings for cannabis possession.

On the form 189, these are referred to as C, D (1-8); E and F. Everything except all the D (1-8) are sanctioned, so wherever possible secure a clear-up under anything other than D.

In order to have the crime cleared up on form 189, the last free text entry on CIS required of the OIC on a crime will be as follows (this will allow for remote audit and compliance with Home Office guidance):

- 1) A crime has been committed, injuries witnessed by OIC etc.
- 2) Victim requests NFA
OR refuses to give evidence - Y/N.
- 3) Suspect interviewed in accordance with PACE, admits offence, **date of interview**,
OR suspect not interviewed because of mental illness,
OR suspect denies offence but evidence exists to prove guilt (summarise, e.g. fingerprints, Identification, CCTV etc).
- 4) Suspect informally warned
OR informed of NFA (N.B. juveniles unable to be informally warned) and also that the offence will be recorded against him/her.

Crime Clear Up Summary

5) Victim informed of NFA and recorded detection with **date and time this done.**

6) **(OPTIONAL)** PN issued

OR Offence taken into consideration (attach signed TIC form)

OR Cannabis street warning issued.

190N/PNB/interview notes/witness statements/withdrawal statement to be submitted to CJU with form 189.

Details Required for Closing POLARIS Events

To close an event on POLARIS the following actions must be taken:

Event type	Action and details required
Crimes	Crime No, no explanation required.
Non crime incidents	Explanation of incident and why no crime is recorded "No offences disclosed" is not sufficient.
Road Traffic Collisions	Accident book completed and the officer completing.
Sudden deaths	Forms 101 and 202 completed, clarify whether there are suspicious circumstances.
Mis Pers	Compact records all activity.
Driving Complaints	Details of people spoken to and nature of complaint.
Racial and Homophobic Incidents	Crime No, no explanation required.

To clarify - If details of the incident are recorded elsewhere you need to state what document that is.

Details can be passed directly to the Dispatcher or you can use foruser@suffolk.pnn.police.uk or ring 3800 and follow the instructions.

Offences Taken Into Consideration (TIC'S)

Every prisoner is an opportunity to detect crimes beyond the offence(s) they have been arrested for and this should be considered on every occasion.

Interviewing officers should directly address and maximise TIC opportunities during the course of interviews, utilising the full offending history and intelligence profile of the offender. "Know your prisoner - know details of similar offences committed."

Supervisors have a responsibility to ensure that their staff speak to prisoners in respect of TIC. It is also their responsibility to ensure that staff understand the current TIC policy.

Give the suspect the notice to detained persons on the back of the rights form before the interview **and point it out to them.**

You do not have to prepare a full file for every TIC offence. Complete the MG18 and have the suspect sign it as soon as possible (7 copies). Give the suspect or his solicitor one copy and put the others into your main file.

Carefully check any other admitted offences - could the suspect have committed the offence? Have they correctly stated the M.O./ property stolen/ crime details? If not, did they commit this offence?

Attach 1 copy of the MG18 to the Form 189 and submit together with a Form 190N to DI (Investigations) via 'CJU Crime Admin'. A Form 189 is required for each crime TIC'd.

Points to consider and tell the suspect

1. Depending on all the circumstances any other offences committed may be taken into consideration by the court rather than charged. (CPS decision) Tell them about the system but don't make any promises.
2. Offences to be TIC'd should be 'like' offences to one already charged, i.e. theft and theft, etc.
3. Advise the suspect: "This may allow you to clear up your crimes without further charges being made giving you the chance to start life on completion of your sentence with a 'clean sheet'"; and
4. "If you decide not to take this chance and sufficient evidence of your involvement is found at a later date through linking your fingerprints or DNA to a crime scene or other means, e.g. CCTV or witness, then you can expect to be charged and prosecuted for these additional offences".
5. Is there evidence of further offences having been committed? Tell the defence solicitor and mention the possibility of TIC's.

If you need any guidance relating to TIC's speak to your supervisor, the DPU staff or a CID supervisor.

Street or location identification - Action check list

- This is a quick guide for those situations where an offence has been committed, you don't know who the suspect is, and you take the witness to a neighbourhood or place to see if they can identify the suspect.

- Important note: The procedure outlined is only for those cases where you do not know who the suspect is. If you know who the suspect is, you should arrest and a formal identification system should be used.
 - (a) Record witness's description of the suspect before any identification takes place.

 - (b) Do not direct the witness's attention to any individual.

 - (c) Keep the witnesses separate.

 - (d) Stop the identification once suspect is identified.

 - (e) Make a pocket note-book entry of everything that happened.

- Input crime report, recording all action in accordance with investigation checklist

CCTV

- Is location covered by CCTV?
- Establish when incident occurred.
- View CCTV at scene if possible.
- Identify correct incident.
- Verify correct date and time displayed, any discrepancies must be reflected in a statement and provide feedback to any potential evidential problems.

NB This verification can be achieved by comparing the relevant recording systems displayed time against that of the Talking Clock, and record the difference in PNB.

- Seize copy of tape.
- Obtain statement and exhibit.
- Negative CCTV evidence must be retained.
- Book into POTF and get crime number to refer to.
- Within office hours:
 - Visit tape librarian to view CCTV and create stills or working copy (have relevant crime and POTF references).
 - If suspects are seen, create working copy or still to be used to circulate for identification, interview and file.
- Outside office hours:
 - Consider use of Pluto system.
 - To aid the production of stills send e-mail including crime numbers and other relevant details to tape librarian.
- Assist in the identification of offenders.
- If offender not identified consider STABS/press release/ crime stoppers and intranet.
- If offender identified utilise in interview for possible admission of guilt.

Witness Identification (R v Turnbull 1976)

Where a witness describes a suspect, consider the following points, all of which must be included in any written statement:

- A** mount of time under observation
- D** istance between witness and suspect
- V** isibility at all times
- O** bstruction
- K** nown or seen before by the witness and in what circumstances
- A** ny reason to remember suspect if only seen occasionally and not well known
- T** ime lapse between observation and the subsequent identification to police
- E** rror or material discrepancy between the description given to the police and the actual appearance of the accused

E above is particularly important when the witness may take part in an identification procedure. Para 3.1 of Code D of the 2003 revised Codes of Practice under the Police and Criminal Evidence Act 1984 says "a record shall be made of the description of the suspect as first given by a potential witness". This must be done before the witness takes part in the forms of identification listed (ID parade, group identification, video film confrontation).

The record of first description may be made or kept in any form provided that the details as first given can accurately be produced from it in a written form which can be provided to the suspect or their solicitor before any identification procedures under the code are carried out.

When recording descriptions obtain as much information as possible by open style questions.

PENALTY NOTICES

Do issue them and ...

- ✓ Issue for PN offences only.
- ✓ Ensure sufficient evidence of incident (consider statement of complaint/evidence).
- ✓ Ensure sufficient evidence to charge (consider PACE interview in crime cases).
- ✓ Ensure sufficient information recorded on the rear of the ticket as this is your evidence.
- ✓ Submit direct to CJU Crime Admin with 189 and 190N (PNC entry required within 24 hours).
- ✓ Ensure correct identification.

A copy of both the front & rear pages of the PN must be forwarded to Crime Admin in the detections file.

PENALTY NOTICES

Don't issue them ...

-  In cases where there has been an injury or a realistic threat of injury.
-  Where the event involves a more serious offence.
-  For covering more than one offence.
-  For domestic violence.
-  To people under 16 yrs.
-  If you doubt their identity.
-  If you doubt their address.
-  If you doubt they understand.
-  To non - UK residents.

Remember the standard of evidence on the rear of the ticket must be legible and fit for Court.

For further information contact your Area/Departmental Inspector

INTELLIGENCE FREE TEXT RULES

1. Text in **UPPER CASE**
2. Enter name as **N12345 SMITH JOHN**
3. **No PUNCTUATION** (except for crime numbers and H/A and I/M)
4. Enter time as **0800HRS**
5. Enter date as **310106**
6. Enter vehicles as **V54321 RED FIAT UNO I/M A123ABC**
7. Do not state within the free text where the intelligence has come from
8. Don't use words like **SOURCE** and **INFORMANT**. Please use **INFORMATION RECEIVED**
9. Don't duplicate information already on the system. However, information relating to an arrest is still relevant – e.g. found hiding underneath bed, resisted arrest, violent towards police etc.
10. Ensure that your intelligence is relevant, useful and accurate.
11. Ensure that your intelligence submission is all of the correct grading – you cannot submit an item of intelligence which is both A1 and E4 (you will need to submit both parts separately)

Before you submit a 5x5x5 think...

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Does this intelligence relate to one of the following:

- ***The Intelligence Requirement, or a specific request from the AIU (see links)***
- ***A Prolific & Priority Offender?***
- ***Officer Safety?***
- ***A Nominal Update?***

And, if not, is it either relevant or actionable?

USEFUL NUMBERS

CONTACT	NUMBER
National Interpreting Service	0800 028 0073
Hate Crime Freephone Helpline	0800 138 1643 - quote 999371
Racial Harassment Initiative	01473 265162