

SFJCB1

Gather and submit information that has the potential to support law enforcement objectives



Overview

This unit is about gathering information which has the potential to become intelligence and which is, therefore, likely to assist and support law enforcement objectives.

In order to be competent in this unit you will need to be able to work in accordance with the requirements of the Intelligence Model used in your organisation (for example, National Intelligence Model for policing). You must identify information that has the potential to become intelligence from a variety of situations and sources (human and technical), and conduct an initial assessment and grading of that information.

This unit is relevant to anyone who comes into contact with information which could potentially support law enforcement objectives as part of their daily activities.

There is one element

1. Gather and submit information that has the potential to support law enforcement objectives

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Performance criteria

- You must be able to:*
- P1 identify sources within your area of responsibility from which you can gather **information** which is relevant to, and has the potential to support, organisational and law enforcement objectives
 - P2 use appropriate ethical and lawful methods to gather **information**, obtaining any necessary authorisations before doing so
 - P3 conduct an initial evaluation including an assessment of risk, in respect of **information** and take any necessary immediate action
 - P4 record **information** accurately using the appropriate systems and protocols
 - P5 deal with individuals in an ethical manner, recognising their needs with respect to race, diversity and human rights
 - P6 maintain the security, integrity and confidentiality of the **information** and source during the gathering, handling, recording and storage of the **information**
 - P7 ascertain whether the provenance of the information is known and record it accurately in the correct manner
 - P8 apply the correct grading to the **information** using recognised methods
 - P9 submit the **information** promptly and in an appropriate format to the appropriate person or department using recognised methods of submission

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Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 current, relevant legislation, policies, procedures, codes of practice and guidelines in relation to gathering, submitting, retaining, recording and disseminating information
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 the relevant aspects of organisational and law enforcement objectives e.g. control strategy and intelligence requirements, and local, regional and national objectives
- K5 the purpose and importance of risk assessments and how to conduct them
- K6 where authorisation is required in order to gather information
- K7 the restrictions that apply to the dissemination and disclosure of confidential information and contacts
- K8 key features of the Intelligence Model used in your organisation and the management of information in your area of work

Gathering and submitting information

You need to know and understand:

- K9 how to identify information with potential to support law enforcement objectives
- K10 the sources from which information may be obtained, including potential human sources of information
- K11 where and who to pass information onto
- K12 the lawful and ethical methods for gathering information
- K13 the authorisations required for gathering information and how to obtain them
- K14 how to assess and evaluate information
- K15 what to do when the evaluation of the information requires immediate action
- K16 why information must be recorded accurately
- K17 procedures for retaining and recording information in a durable and retrievable form
- K18 how to maintain the integrity and confidentiality of information and its origin
- K19 reasons why the integrity and continuity of information must be maintained
- K20 how to distinguish between information and evidence and the procedures to follow
- K21 how to determine the provenance of information

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K22 how to grade, submit and sanitise information

Documentation

You need to know and understand:

K23 the types of documentation which must be completed

K24 requirements for the protective marking of information

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Additional Information

Scope/range related
to performance
criteria

1. information
 - 1.1 directly received
 - 1.2 indirectly received

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