SAMPLE INFORMATION REPORT

Organisation/Unit/role/ Contact number	**KCC SCS, FRED BLOGGS, SOCIAL WORKER 01233 4564789**	Time/Date of Report	31.12.14
Source of INFORMATION	**JOHN JONES**		

Source Evaluation*	**1** Reliable	**2** Untested	**3** Not reliable		
Information /intelligence Assessment**	**A** Known directly to the source	**B** Known indirectly to the source but corroborated	**C** Known indirectly to the source	**D** Not known	**E** Suspected to be false

You are asked to make an assessment of the reliability of the person providing the information. This is to allow an assessment of the value of the intelligence. It will be subjective but please try to be accurate and reliable when making this assessment and do not guess if you don't know the answer.

REPORT

PERSON:	**Dob:**	**PNC ID/URN:**			
OPERATION NAME/NUMBER	Operation CSE				
Event Date/Time: 01.01.15	**Handling Code:**	S*	I**	H***	

INFORMATION – include names, addresses & vehicles

During a 121 with social worker today John Jones said that Tom Smith has been acting 'weird' lately and has been skipping school, texting lots, and was collected from school from a male who was not his Dad, in a black Mercedes. Tom SMITH also has been seen wearing new trainers and hoodies on several occasions when he has previously not been able to afford new clothes.

Provenance / Sensitivity	(Who else is aware of this information and has it been recorded elsewhere? This is critical as disclosure of this information may pose a risk to that person) Others pupils in the school are aware of the new clothes as they have commented on them. No one else other than John JONES saw him get collected from school. It is not believed that his parents are aware that he is skipping school.

If the information is from a 3rd party would they be willing to engage with the police?
Yes/No/don't know

Handling Code***	**P** Lawful sharing permitted	**C** Lawful sharing permitted with conditions
Sanitisation** **S1****	**S1** Delegated authority – The originator of the intelligence permits the unsupervised sanitisation of the material in order to allow dissemination to a wider audience.	**S2** Consult originator – The originator of the intelligence does not permit the sanitisation of the material for wider dissemination without consultation being sought.

Electronic Signature:	Fred Bloggs	**Contact details:**	Fredbloggs@KCC.gov.uk

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