

# FIREARMS INTELLIGENCE RESPONSE POLICY

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**NORFOLK**  
CONSTABULARY



**SUFFOLK**  
CONSTABULARY

## FIREARMS INTELLIGENCE RESPONSE

**Owning Department:** Specialist Crime and Capabilities Command

**Department SPOC:** DI Intelligence

**Risk Rating:** High

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## Legal Basis

### Legislation specific to the subject of this policy document:

- Regulation of Investigatory Powers Act (RIPA) 2000
- Criminal Procedure and Investigations Act 1996

### Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Crime and Disorder Act 1998
- Health and Safety at Work etc. Act 1974 and associated Regulations
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom Of Information Act 2000
- The Civil Contingencies Act 2004

### Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice
- Intelligence Recording Policies
- Firearms Policies
- CCR SOP

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# **FIREARMS INTELLIGENCE RESPONSE POLICY**

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## **1. Introduction**

- 1.1 It is imperative that information and intelligence relating to the unlawful possession and/or use of firearms is handled and actioned appropriately. The process to achieve this must be clear, robust and identify where responsibility rests in its development and any subsequent action to manage and mitigate risk.
- 1.2 Its assessment should seek to fully understand and identify the threat, risk or harm presented to all those involved in order to protect identified individuals, wider public and police employees from harm.
- 1.3 This policy details how intelligence relating to the possession and/or use of firearms will be dealt with within Norfolk and Suffolk Constabularies. The policy does not negate the need for decisive action where information relates to an immediate threat; or instances where the information should be recorded and managed as a crime. Immediate or credible threat/risk/harm information must be raised with the relevant duty Inspector for assessment and, if necessary, a storm incident raised to help manage the response and referral to the duty Tactical Firearms Commander for assessment.
- 1.4 This policy also details the process in intel core hours. Out of hours, all information or intelligence relating to the criminal use of firearms which might present the need for a dynamic response, must be referred to O1 for a threat assessment to be made. If action is necessary O1 will deal with as a spontaneous firearms deployment. Firearms APP refers. The early stages of a deployment or developing situation may use the enhanced intelligence access available in the CCR.
- 1.5 Any information relating to firearms, including possession and threats to use them, must be recorded on an appropriate force system: Storm for dynamic incident management and Athena for crime investigation or intelligence development.

## **2. Statement of Policy**

- 2.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the joint Protective Services Command in conjunction with the Central Policy Unit.
- 2.2 The policy is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 2.3 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

## **3. Applicability**

- 3.1 Unless otherwise stated, this policy/procedure applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers).

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## 4. Intelligence

- 4.1 Intelligence is an evaluated form of information. The 3x5x2 is a national intelligence report that allows information to be evaluated and so become intelligence. Please refer to the Intelligence Management section of Authorised Professional Practice (APP) and the Intelligence Management policy for further details.
- 4.2 Intelligence in Norfolk and Suffolk Constabularies is processed and evaluated on Athena. This evaluation process is restricted to the core hours of 0700 - 0000 Sunday to Thursday and 0700 – 0200 Friday and Saturday. Out of those hours risk-based information must be brought to the attention of the duty Inspector and/or Oscar 1. CCRs will maintain operators who are trained in the management of sensitive intelligence and have intelligence access to Athena. This resource is able to provide intelligence support where the THR assessment is such that an immediate response or planning may be required to mitigate the risk. This could take the form of a spontaneous firearms incident.
- 4.3 APP and the Intelligence Management Policy also covers where the information is graded as sensitive, e.g. from Covert Human Intelligence Source (CHIS) or from covert tactics. Sensitive intelligence, also known as C graded intelligence, must be handled with certain conditions, often designed to protect the source of the intelligence. Advice on this issue in office hours should be sought from IPP accredited intelligence professions in an Intelligence Development Unit (IDU) or Central Intelligence Bureau (CIB). Outside of office hours the question of grade C (sensitive) intelligence should be referred to the CCR. The relevant intelligence professionals will guide next steps.
- 4.4 The collection, retention and deletion of intelligence must comply with the Information Management section of APP.
- 4.5 Where intelligence is received by the Constabularies that contains detail of possession of a firearm, regardless of what threat, risk or harm is presented, the IDU supervisor or duty Intelligence supervisor must be made aware of the intelligence in order to undertake an initial NDM assessment National decision model | College of Policing to decide what action should be taken next. Outside of office hours this should be referred to CCR (see 2.2). This assessment must be made holistically and consider factors such as the subjects' antecedents and previous reporting in order to make an accurate THRIVE assessment and assess the credibility of the risk.

## 5. Intelligence – Firearms Real and Immediate Threat

Please see Appendix A: Firearms Intelligence flowchart.

- 5.1 Where threat, risk or harm of intelligence is assessed to be real and immediate, then the intelligence will be developed immediately in conjunction with a problem owner who can direct and resource any response required. Such a real and immediate response will be managed by CCR Inspector. In these circumstances, an Intelligence Development Officer (IDO) or appropriately briefed member of CCR staff will be tasked by Oscar 1.

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5.2 Where the assessing TFC (normally Oscar 1) does not determine that a spontaneous deployment is required, further development and/or a planned deployment may be considered. In the absence of an IDU Inspector the relevant CCR inspector should identify an appropriate owner of Inspector rank.

## **6. Intelligence – Firearms Non-Immediate Threat**

6.1 If there is a requirement to build a planned response, then this must sit with an officer of at least Inspector rank to own the risk, make a plan and co-ordinate resources.

6.2 It is not the responsibility of the Tactical Firearms Commander (TFC) to create safeguarding, investigative or intelligence development plans other than those directly related to a tactical firearms response. Absent a collapsing timeframe and/or imminent risk, the TFC should generally only be approached for an assessment once SIO/OIC has determined their aims and objectives.

## **7. Responsibilities – Core IDU Hours**

7.1 Upon receipt of any firearms related intelligence, an assessment should be made by the IDU supervisor and threat assessment-permitting, research conducted to fill any intelligence gaps.

7.2 If the intelligence is assessed as posing an imminent threat to life or risk of serious harm, then the duty inspector must be made aware, contact is to be made with the CCR and a CAD created.

7.3 The duty Oscar 1 will assess the information as per the APP to determine the most suitable response and the most appropriate resources to achieve it. This might result in a requirement for further research and development before an operational response is delivered. If the incident becomes protracted or circumstances allow for the safe transfer of command, then consideration should be made to contact the duty TFC for further assessment/assistance.

7.4 Within core hours the IDU will assist with any requests for completion of a National Firearms Subject Profile Standard Template or other intelligence development.

7.5 If having completed the initial assessment the IDU supervisor believes there is no imminent threat identified, but further development is possible, the SIO must then engage with the TFC. The intelligence will be allocated to the most suitable officer of at least inspector rank. The operational owner will normally be either:

- LPC Inspector;
- Duty Inspector;
- Detective Inspector / SIO.

Situations relying heavily on sensitive intelligence may remain with the IDU DI.

7.6 The operational owner will develop an operational plan and may request completion of a subject profile(s) by the IDU if action is required. The problem

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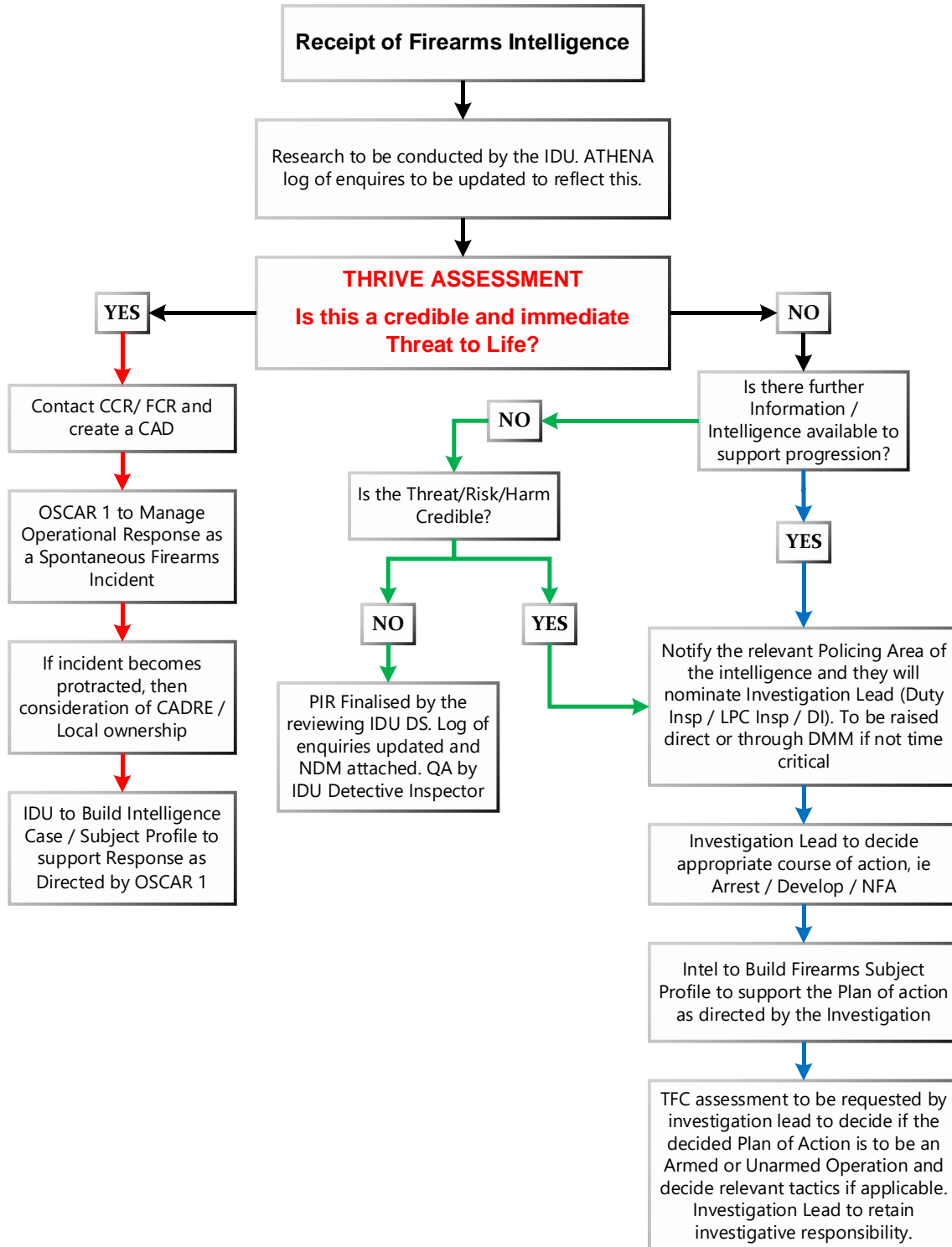
owner will then approach the duty Cadre TFC with a completed FA1 for an assessment. The Cadre TFC or SFC may request further intelligence development

- 7.7 If having completed the initial assessment of the intelligence, it is not considered reasonably actionable, the IDU supervisor can finalise the PIR. The log of enquiries should be updated to reflect the rationale. This decision should normally be made with reference to the National Decision Model and where they are not the decision-maker, the entry should be endorsed by the IDU Inspector.
- 7.8 Throughout any police operation, or in cases where no action is taken, it is essential that all intelligence is submitted as soon as reasonably possible.
- 7.9 The TFC(s) making decisions will save their rationale as per the APP and local tactical firearms best practice.

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## Appendix A: Firearms Intelligence Flowchart



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## Appendix B: National Firearms Subject Profile Standard Template

For spontaneous incidents within core IDU hours and pre planned incidents this form will be completed in conjunction with the Intelligence Development Unit (IDU) and a problem owner. Where the IDU are in receipt of intelligence that has been developed and, in the opinion of the IDU supervisor, requires further assessment this document will be completed. The IDU will complete details of the subjects/witnesses/intended victims detailing all available, relevant intelligence and a summary of their antecedents.

The problem owner, normally an Inspector or DI will review the intelligence, create hypotheses and record their recommendations. If deemed appropriate this will be forwarded to a TFC for assessment as per the firearms flow chart that all officers are currently working to.

If no sensitive intelligence or information is held, the Firearms subject profile document will be uploaded to the document manager of the relevant subject's iteration held on Athena by the IDO.

Where sensitive or Handling Code C intelligence exists the IDO will contact the owner of the intelligence to ensure they agree this is shared with the problem owner and TFC before including it on page 5 in red. This will allow them to make an assessment based upon all of the available intelligence.

The subject profile will still be saved by the IDO on to Athena under the suspects iteration on the document manager. It will be the responsibility of the IDO then to allow restricted access to the TFC, problem owner and both Suffolk and Norfolk secure flag access teams.

During core supervisor hours (up until 1600) the quality assurance section will be completed by an IDU Sergeant.

Outside of those hours the on-call supervisor can be contacted.



National Firearms  
Subject Profile Stand



SOP- Firearms  
subject profile (003).d

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