1.0 Summary of Changes

This policy replaces existing Essex Police policy and should be read in its entirety by any officer or member of staff seeking information, intelligence, assistance or evidence from overseas.

2.0 What this Policy is About

The document details the overarching policy Essex Police staff need to be aware of when seeking information, intelligence, assistance or evidence from countries outside of the United Kingdom.

*Compliance with this policy and any linked procedures is mandatory.*

3.0 Statement of Policy

This policy sets out how Essex Police staff conducts enquiries with countries outside of the United Kingdom if they are required to do so in the course of their work.

Given the national drive to improve the way Police respond to Foreign National Offenders, the Serious Crime Directorate has created the International Liaison Desk in Essex which provides officers with a single point of contact for all of their overseas enquiries.

This policy is designed to formalise the role the International Liaison Desk has in reducing the risks associated with overseas communications and increase the effectiveness of overseas enquiries.

*All staff have access to agencies within the UK (ACRO, Interpol, Embassies and Sirene Bureau) that can facilitate safe, indirect contact with other countries.*

No member of staff in Essex Police should make direct contact with a country outside of the UK, be it to a law enforcement agency, company or individual, with the noted exceptions below:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>REASON FOR DIRECT CONTACT</th>
<th>GUIDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custody</td>
<td>When asked by a detainee to inform someone that they are in custody</td>
<td>The contact should be directly to the nominated person and leaving messages with other people should be avoided at all times. Information given should be the minimum necessary to meet legal guidelines.</td>
</tr>
</tbody>
</table>
### POLICY – International Enquiries

**Number:** S 4200  
**Date Published:** 5 July 2016

<table>
<thead>
<tr>
<th>Witness care</th>
<th>When arranging for person to attend court in the UK</th>
<th>Witness must be voluntary and contacted only when using up-to-date, direct contact information (not a business number or family address). Leaving messages with other people should be avoided at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Branch / Counter Terrorism</td>
<td>All enquiries relating to National Security and terrorism.</td>
<td>Given the nature of these enquiries the method of communication needs to be more secure than can be offered by the International Liaison Desk and existing processes should remain.</td>
</tr>
<tr>
<td>Communications Intelligence Unit</td>
<td>To obtain communications data for an investigation</td>
<td>Accreditation required</td>
</tr>
<tr>
<td>Crime Bureau</td>
<td>When needing to speak to a victim of crime to record an offence</td>
<td>Contact should only be made when using up-to-date, direct contact information (not a business number or family address). Leaving messages with other people should be avoided at all times.</td>
</tr>
<tr>
<td>Investigating Officers</td>
<td>Making direct contact with a UK National overseas</td>
<td>Contact should only be made when using up-to-date, direct contact information (not a business number or family address). Leaving messages with other people should be avoided at all times.</td>
</tr>
</tbody>
</table>

The policy is not designed to detail how to action a particular matter which is the purpose of the associated procedure document.

#### 4.0 Implications of the Policy

##### 4.1 Finance / Staffing / Training / Other

There are not deemed to be any financial or staffing implications as a result of the implementation of this policy.

The policy may impact the Essex Police switchboard staff who connect calls from staff with overseas phone numbers. The switchboard staff may require a short briefing to ensure that whenever a member of staff asks for an overseas call to be connected, they do so after being made aware of this policy and associated procedure.

The switchboard will also be asked on occasion to provide some monitoring information to the International Liaison Desk to assist with monitoring compliance with the policy.
The SCD IT Support team will be asked on occasion to provide details of which teams / staff in Essex can dial international numbers without going through the switchboard to assist the International Liaison Desk with the implementation of the policy.

The culture of staff in Essex is believed to be one largely unaware of the risks involved and authorisation required when contacting other countries, additional intranet advice will be provided to support staff through the period of adjustment.

The International Liaison Desk website is under construction and will be a source of additional guidance for staff needing clarification on this policy.

4.2 Risk Assessment(s)

The level of risk associated with direct contact with a country outside of the UK differs depending on the country, offence and information provided.

A direct contact made outside of this policy could have significant ramifications on an on-going investigation and Essex Police’s reputation. It may also put members of the public or law enforcement at risk, damage international relations and affect the immigration status of individuals. This policy may occasionally cause some delay in obtaining information or a period of confusion for staff, this is deemed to be a lesser than an unauthorised call by a member of staff.

4.3 Equality Impact Assessment

An Equality Impact Assessment has been carried out and shows the proposals in this policy would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.

5.0 Consultation

The following were invited to provide feedback in the consultation phase during the formulation of this document:

- Unison
- Police Federation
- Equality and Diversity Co-ordinator
- Health & Safety
- Strategic Change Team
- PSD Superintendent
- Policy/Risk
6.0 Monitoring and Review

This policy will be monitored throughout its lifespan by the International Liaison Desk in Essex to ensure it is successfully assisting staff to make international enquiries safely.

The on-going monitoring will include:

- Comparing the document with the latest UK International Crime Bureau (UKCA) Manual of Guidance;
- Keeping abreast of working practices in the UK via POLKA;
- Assessing feedback from officers working to the policy.

The policy will also be reviewed by DI Rob Coan, Intelligence Bureau Manager every two years to ensure the policy remains accurate and fit for purpose.

7.0 Related Force Policies or Related Procedures

- S 0201 Procedure – International Enquiries

8.0 Other Source Documents, e.g. Legislation, Authorised Professional Practice (APP), Partnership Agreements (if applicable)