



South West Regional Organised Crime Unit (SWROCU)

Commissioning Covert Services (Tasking) Procedural Guidance

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SOUTH WEST ROCU

Regional Organised Crime Unit

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Introduction

The purpose of this procedural guidance is to provide a foundation for the role of South West Regional Organised Crime Unit (SWROCU) within the Serious Organised Crime (SOC) tasking processes. The Strategic Policing Requirement 2023¹ describes the National Crime Agency (NCA) as leading the national response to SOC threats, supported by the network of ROCU's. The ROCU network is responsible for enabling and integrating the range of capabilities to disrupt organised crime groups, individuals, and the enablers of this criminal activity.

The Serious and Organised Crime Strategy 2023-2028 places a significant role of ROCU's stating:

“ROCU's are the operational and intelligence link between the NCA and police forces in England and Wales and lead the law enforcement response to serious and organised crime in their regions”.²

Since the inception of the SWROCU, a significant number of covert capabilities have been adopted at the regional level. The concept of Commissioning of Covert Services (CCS) has been created nationally to ensure that the right investigations are provided with the right capabilities to tackle the SOC threat.

As SOC threats are often dynamic and the requirement for various capabilities can change quickly, this procedural guidance will work through the processes expected for urgent and standard tasking.

Tasking processes

The National Intelligence Model (NIM) and College of Policing Approved Professional Practice on Intelligence Management³ provides guidance on the coordination of capabilities at both strategic and tactical levels. The structure of coordination groups and meetings are the foundation for this SWROCU guidance which aims to complement rather than replace force processes.

¹ Strategic Policing Requirement 2023 - GOV.UK (www.gov.uk)

² No Place to Hide: Serious and Organised Crime Strategy 2023-2028 – GOV.UK (www.gov.uk)

³ Governance | College of Policing





SWROCU Forms

This CCS or tasking process is focused and enabled by a series of forms which are referred to as Parts A-F. These are outlined as followed:

- **Part A-Force Submission**
This is the form that forces and partners will use to outline the request or tasking. This should be completed in as much detail as possible.
- **Part B-Intelligence Review**
This is the form that is completed by the Intelligence Analyst, Intelligence Development Officer and Financial Intelligence Officer. This will record the assessment of the current intelligence picture and make recommendations.
- **Part C-ROCTA Assessment**
This is a detailed assessment by ROCTA to assess and moderate the MoRiLE score.
- **Part D-SIU Assessment**
This is the record of the initial assessment by the SIU on behalf of the SWROCU taking into account all the information from Parts A-C. Any actions or recommendations are recorded on this form.
- **Part E-Capabilities Meeting Outcome**
This is the record of the capabilities meeting where a final recommendation is made for the chair of the RTTCG.
- **Part F-RTTCG decision**
This is the final form in the process designed for rationale to be added by the chair of the RTTCG.

Standard and Urgent Tasking

There are two routes for SWROCU capability support, standard and urgent, however both have similar elements which are described as this document progresses. The key distinguishing feature is that through the urgent route, access to capability support is quicker and the formality of documentation comes later to reflect the urgent nature of the request.

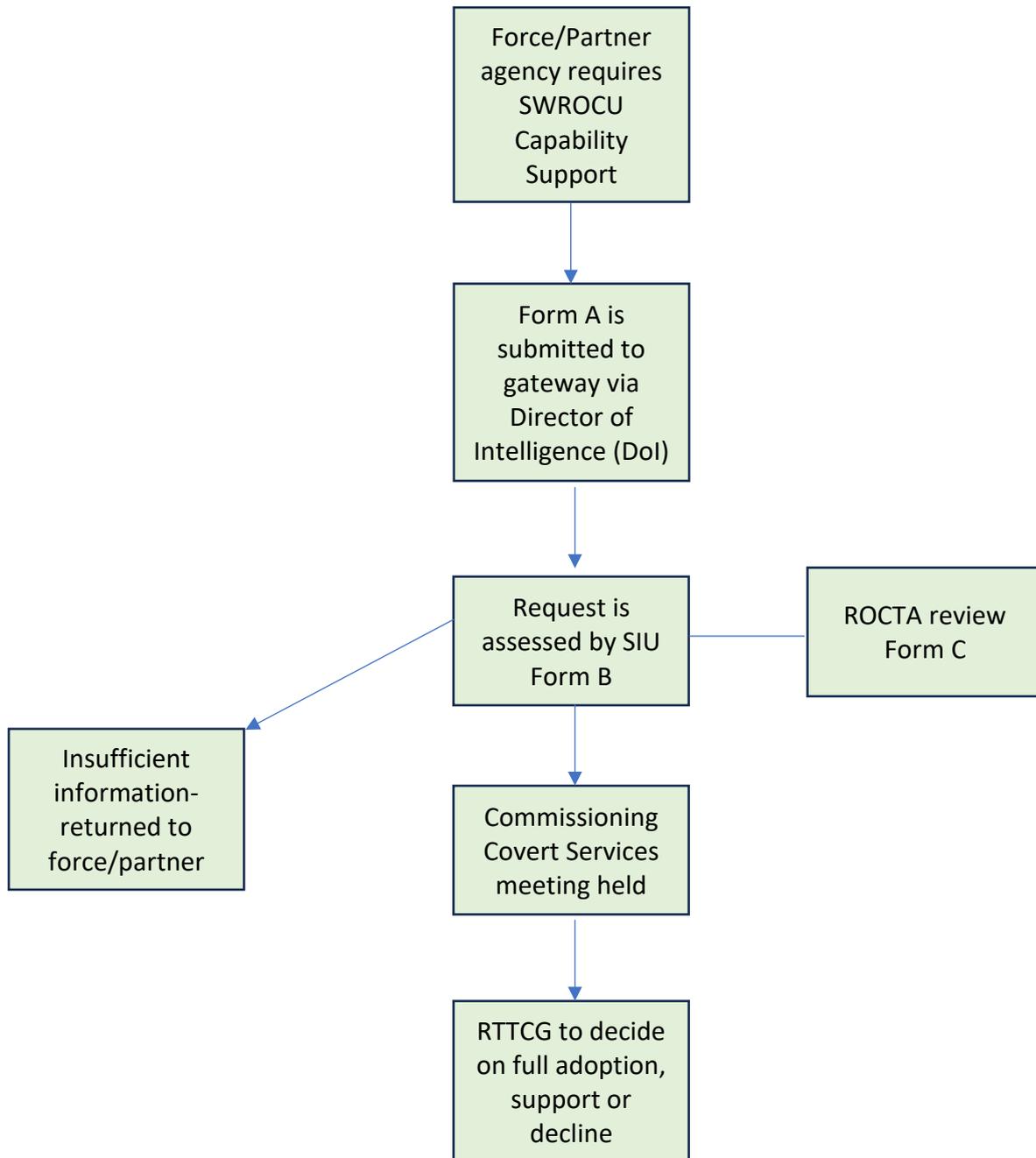
There are minimum standards required at the various stages of the CCS or tasking process. This is to ensure that the right information is provided and the most significant threats are prioritised and is reflected throughout the following stages.





Standard Tasking

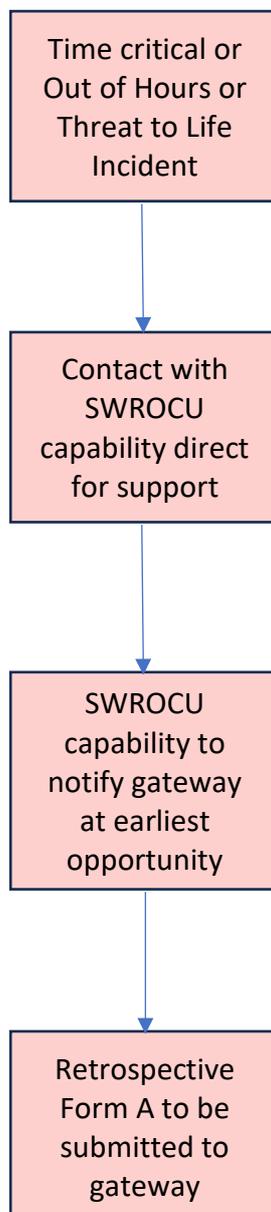
Standard taskings should be considered the normal approach to seeking regional capability support to tackle SOC threats. This is the process to follow whether the request is for SWROCU to fully adopt an organised crime threat or for capability support.





Urgent Tasking

Urgent taskings or 'hot taskings' should be reserved only for those requests for capability support where there is a time critical or out of hours request or threat to life incident. Taskings under the urgent criteria do not prevent the formal processes described later but aim to ensure that the right capabilities are made available to tackle the particular SOC threat necessitating the urgency. This is also the route to be followed if there are sensitive tactics that require urgent decisions on development.





Request for service into SWROCU

The first stage of the process is for the force or partner to identify the issue that needs to be referred into the SWROCU. This must always be routed through the relevant organisations sensitive tasking process (TTCG) and endorsed by their Director of Intelligence (DoI). The process for submission to SWROCU is through completion of the Part A and submission to SWROCU gateway using their e-mail box:

swrocugateway@avonandsomerset.police.uk. If there is no endorsement from the DoI, the Part A will be returned to the force or partner.

The Part A form must be completed in as much detail as possible to enable the SWROCU to fully assess the request. As a minimum all subject profiles, intelligence and access to secure drives containing wider contextual information must be provided. The threat should be MoRiLE scored to support prioritisation. Again, if this is not supplied, the Part A will be returned to the force or partner.

Every Part A received by the SWROCU gateway will be acknowledged by e-mail to the originator and will include the relevant DoI to ensure they are sighted on every Form A originating from their organisation. It will be emphasised that until a tasking has been accepted by the SWROCU, all risk remains with the force or partner and the investigation must continue.

For urgent taskings, ideally the Part A should be submitted to the gateway the next working day from the urgent request for service. Once the Part A is submitted, the following process can take place to ensure that no other opportunities are missed. If the CCS or tasking has already been accepted, an e-mail confirmation will still be sent, but adapted to acknowledge the acceptance of the request.

Simple advice and guidance can be obtained from the SWROCU by contacting the SWROCU gateway using their e-mail box: swrocugateway@avonandsomerset.police.uk.

SWROCU assessment

Every Part A received by the SWROCU gateway will be assessed by the best capability depending on the content of the Part A. An Intelligence Analyst, Intelligence Development Officer and Finance Intelligence Officer will generally be allocated to review the tasking. The purpose of this review is to:

- Ensure the identified threats meet the control strategy,
- Identify key findings from the review of intelligence,
- Assess the intelligence, provenance, credibility and reliability of the intelligence,
- Consider suitability of ROCU capabilities and tactics,





- Understand the current picture of communications across the subjects,
- Understand the current financial picture across the subjects,
- Understand the current covert and overt investigations taking place against the subjects,
- Identify key additional intelligence gaps considering the SIO objectives,
- Make recommendations to assist the SIO with filling the intelligence gaps and aiming to meet the SIO objectives,
- Make recommendations focused on assisting the SIO with various covert tactics.

A strategic analyst can be allocated to provide an assessment based on the thematic the tasking is based on.

The details of this assessment will be recorded on the Part B document.

Regional Organised Crime Threat Assessment

A fundamental function within the management of SOC threats is the Regional Organised Crime Threat Assessment (ROCTA). This assessment will use the standardised assessment criteria including Management of Risk in Law Enforcement (MoRiLE) and Organised Crime Group Mapping (OCGM).

The assessment as part of this process will seek to moderate the current MoRiLE score, assess any trigger forms for OCGM and make recommendations regarding OCGM and MoRiLE. This assessment will help to inform any decisions later in the process over prioritisation of existing and new taskings to ensure that the SWROCU resources are focused on the right SOC threats.

The details of this assessment will be recorded on the Part C document.

SIU assessment

This assessment is aimed at bringing the various people involved in the assessments together to ensure that all the required information is available for an effective next step. This can be in person or as a paper exercise where the Part D is completed by a Detective Inspector or Intelligence Manager in SIU or SWROCU Head of Intelligence. A full list of those capabilities required for the next stage will be identified and those capabilities not required will be informed.

If it is decided that more information is required or the tasking is not suitable for SWROCU capabilities either because of content or not meeting the control strategy, the SWROCU Head of Intelligence will update the relevant DoI.





At the conclusion of this stage of the process, all documents (Parts B-D) will be shared with the originating force or partner to ensure there is transparency in the process and to comply with Criminal Procedure and Investigation Act (CPIA) obligations.

Capabilities or CCS meeting

This is the first stage of the process where all parties will come together in person to discuss the investigation and consider what support is suitable to either assist the SIO or to recommend to RTTCG for full adoption of the investigation from the SIO.

This is a formal meeting which is generally chaired by the SIU Detective Inspector or SWROCU Head of Intelligence. There could be occasions when the chair would sit with a relevant capability, again this would generally be at Detective Inspector or capability lead level. Ideally, information will be provided to all participants ahead of the meeting along with an agenda to ensure the meeting is effective.

The purpose of this meeting is to allow the SIO to present their investigation to the SWROCU capabilities present. This should be through a visual presentation supported by commentary. Each capability will then be offered an opportunity to discuss their tactics and skills with the SIO. The meeting will be tiered, starting off open and slowly closing down as the capabilities and tactics become more sensitive. This will always be articulated in the agenda.

At the conclusion of this meeting the Part E will be completed with recommendations for the RTTCG chair to decide on capability support or adoption of the investigation. This final decision should be documented in the Part F by the chair of the RTTCG. All documents will be shared with the originating organisation and relevant DoI to maintain transparency.

Timescales

Nationally the tasking process operates on a 4 weekly rolling cycle. This is reflected by the SWROCU regional tasking process where the RTTCG is held on 2nd Thursday of the month. Previous tasking processes have placed a deadline for submission of the 3rd Friday of the preceding month for consideration at the following months RTTCG. Under this procedural guidance the SWROCU have removed this deadline and will aim to provide a date and time for capability/CCS meeting that is mutually agreeable to SWROCU and the force or partner requesting support. The timescales for progression will be dependent on current demands and risk and will be discussed between the gateway manager and submitting organisation where necessary.

