SFJ CM09
Review the type of information used in intelligence analysis processes

Overview

This standard is about reviewing the type of information used in intelligence analysis processes. You will need to agree terms of reference with the client. Clients are defined as the person responsible for the setting of the task or requesting the review, not necessarily the sole recipient or customer. You will need to look at the sources of information, assess the reliability and validity of information and identify any features of the information that have a significant impact on intelligence analysis processes. You will also need to develop a business process map to show the flow of information and make recommendations on any potential changes in the process.

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Performance criteria

You must be able to:

P1   establish and agree with the client a terms of reference for conducting a review
P2   identify the type and amount of information available in the organisation for use in an intelligence analysis process
P3   identify the different sources of information used for intelligence analysis processes
P4   assess the reliability and validity of the information used for an intelligence analysis process
P5   identify any features of the information that have a significant impact on the effectiveness of intelligence analysis processes
P6   develop a clear business process map to show the flow of information
P7   consider the impact of any potential changes on originators and other users of the information
P8   provide a clear rationale for recommendations on potential changes in the intelligence analysis process
P9   record the recommendations in an agreed format according to organisational requirements
P10 comply with all relevant legislation, codes of practice, standards, protocols, procedures and guidelines

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You need to know and understand:

K1	the type of opportunities that are suitable for reviewing information used in intelligence analysis processes
K2	the intelligence analysis processes used by the organisation
K3	sources of information concerning the information used in intelligence analysis processes
K4	the factors that have an impact on the information used in intelligence analysis processes
K5	how to specify the current use of intelligence analysis processes
K6	how to identify the information that is available
K7	how to identify the type of information used
K8	how to identify the amount of information used
K9	the types of sources that could be used
K10	how to evaluate information for its reliability, validity and contribution to the analysis
K11	the type of features of information that could have an impact on intelligence analysis processes
K12	how to obtain information on the originators and users of data in the organisation
K13	how to obtain information on the requirements of different people and departments
K14	how to obtain information on the requirements of other organisations
K15	how to assess the speed and direction of the information flow
K16	the types of change that could occur in the information
K17	how to obtain information on who keeps information
K18	how to obtain information on how information is recorded and stored
K19	how to assess the suitability of recording systems
K20	the evaluation criteria that may be used and how to make valid evaluations
K21	who should be involved in an evaluation process
K22	how to obtain all the available information
K23	how to analyse information
K24	the methods for verifying the results of an analysis
K25	who should be consulted on the results of the evaluation
K26	the systems for recording evaluation results and why it is important to use them
K27	the relevant national, local, professional and organisational requirements relating to intelligence analysis
K28	the reasons why it is important to comply with relevant legislation, codes of practice, standards, protocols, procedures and guidelines
K29	the consequences of not complying with relevant legislation, codes of

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Developed by	Skills for Justice
Version number	1
Date approved	January 2012
Indicative review date	December 2016
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJ CM09
Relevant occupations	Intelligence analysts
Suite	Intelligence Analysis
Key words	Police; policing; intelligence analysis