

## SI2717

# International Enquiries

This Service Instruction gives guidance to investigators in relation to conducting enquiries in the Republic of Ireland and elsewhere outside the United Kingdom.

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## 1. Extradition and International Liaison

Extradition and International Liaison is the single point of contact for all international police enquiries emanating from Northern Ireland.

The Unit facilitates:

- Liaison via the National Crime Agency (NCA) Manchester ([INTERPOL](#));
- Liaison with [UK SIRENE Bureau](#);
- Liaison with An Garda Síochána;
- International criminal conviction requests;
- [International Letters of Request \(ILOR\)](#);
- [Requests for Extradition](#);
- Mutual assistance via the Foreign Law Enforcement Community (FLEC) liaison officers based at Embassies and High Commissions in London.

It is imperative that all incoming and outgoing enquiries to foreign law enforcement agencies in furtherance of Police Service of Northern Ireland (PSNI) investigations are routed through the Unit.

The Unit deals with all matters in relation to European Arrest Warrants (EAWs) within Northern Ireland.

The Unit also acts as the single point of contact for all [Operation Nexus](#) enquiries in relation to Foreign National Offenders (FNOs) and liaises with Home Office Immigration Enforcement to assist with the Operation.

Where an officer becomes aware that any part of their investigation has an international aspect, the appropriate enquiry should be forwarded as soon as possible to International Liaison.

Staff at International Liaison will review the enquiry and provide advice and assistance as required.

## 2. INTERPOL Enquiries

The International Criminal Police Organisation (ICPO), or INTERPOL, is an intergovernmental organisation facilitating international police co-operation.

Requests for assistance with other countries can be conducted through INTERPOL. Available assistance may include background checks and information for intelligence purposes, requests to record voluntary statements, enquiries to be conducted on a police to police basis, etc.

Requests for assistance via INTERPOL should be submitted in report format on email to International Liaison.

A comprehensive investigative report should be provided which clearly outlines the nature of the offences under investigation and the subject(s) involved (if known). The facts should be set out and a clear explanation provided as to what assistance is required. There should be a clear correlation between the report and the assistance sought:

- *What happened?*
- *When did it happen?*
- *Where did it happen?*
- *Who was involved?*
- *What have we done?*
- *What are we trying to establish?*

INTERPOL requests to countries outside the European Union (EU) will require the completion of a Form C risk assessment, to be submitted along with the enquiry. It is the responsibility of the investigating officer to complete the risk assessment and have it authorised by a Superintendent.

INTERPOL requests in relation to sexual offences will require a Form C risk assessment, regardless of which country the enquiry relates to.

An INTERPOL Notice may be considered to circulate details of a particular subject. Staff at International Liaison will provide guidance with regards to the best use of this mechanism.

It should be noted that the level of assistance which can be provided will depend on each country's national laws.

INTERPOL for the United Kingdom sits within the National Crime Agency (NCA) at Manchester.

International Liaison also has direct access to INTERPOL for the Republic of Ireland, which sits within An Garda Síochána. Enquiries to be conducted with An Garda Síochána should be conducted through this route.

### **3. UK SIRENE Bureau**

The United Kingdom SIRENE (Supplementary Information Requests at the National Entries) bureau also sits within the NCA at Manchester and facilitates the exchange of information through the Schengen Information System (SIS) with other EU member states. The Bureau is also the central authority for EAWs within the United Kingdom.

Information can be exchanged via SIS in four categories:

- Wanted for extradition;
- Missing persons;
- Locate for judicial purposes; and
- Discreet checks on wanted persons.

Where an officer has an enquiry to be conducted within the EU which falls into one of the above categories, a request should be submitted on email to International Liaison as per the comprehensive report guidance in [Section 2](#).

Staff at International Liaison will provide guidance as to whether an enquiry is best conducted through INTERPOL or SIS.

If the subject is a missing or wanted person, it is the responsibility of the investigating officer to ensure that the appropriate domestic alert is created on Niche and Police National Computer (PNC), as appropriate, in advance of any circulation via SIS.

#### **4. International Criminal Conviction Requests**

A form UKCA1 should be completed and submitted by email to International Liaison.

The form should be completed as fully as possible, noting that some countries have specific requirements as to the information they require before a criminal record will be released.

International Liaison will review and submit the UKCA1 on your behalf to the [ACRO Criminal Records Office](#). They in turn will process the request electronically through the European Criminal Record Information System (ECRIS) to the requested country.

When the conviction certificate is received, the officer should include it as part of the case file. Foreign convictions can be taken into consideration at court and should always be requested and obtained in advance of a disposal decision, where possible.

#### **5. International Letters of Request (ILOR)**

Mutual Legal Assistance (MLA) is a means of cooperation between countries for obtaining assistance in the investigation or prosecution of criminal offences. An ILOR is generally used for obtaining material that cannot be obtained on a police to police basis and is required for evidential purposes.

Where an officer requires evidential material from another country a Draft ILOR should be completed and submitted to International Liaison for review.

The Public Prosecution Service (PPS) will issue the Letter on receipt of the draft from International Liaison.

It is important that draft ILORs are submitted as early as possible into an investigation as it may take some time for the material to be made available.

## 6. Requests for Extradition

Extradition is the mechanism by which a person is returned to a jurisdiction in relation to criminal matters.

If an officer is dealing with a matter in which the subject is no longer in the United Kingdom jurisdiction, advice can be sought from staff at International Liaison as to the possibility of extradition.

As a person can only be extradited to stand trial or serve a sentence, a direction to prosecute must be made before extradition can be considered. Additionally, if the subject has been convicted and cannot be located in the United Kingdom jurisdiction, extradition may also be considered.

A request should be sent to International Liaison to commence the application process for a European Arrest Warrant or extradition request, as appropriate.

PPS make the ultimate direction on whether extradition should be sought therefore each application will be assessed individually.

## 7. Operation Nexus

Operation Nexus is a joint operation between the PSNI and Home Office Immigration Enforcement (HOIE) seeking to identify foreign national offenders who meet criteria for deportation.

Eligibility criteria for Operation Nexus includes foreign convictions, therefore it is important that officers submit a request as per guidance at [Section 4](#).

Where possible, the reporting officer should also complete the Foreign National Offender Questionnaire as this information will help determine the subject's eligibility for deportation.

Staff at International Liaison will collate all available information on the foreign national offender and make referrals to HOIE as appropriate.

## **8. Roles and Responsibilities**

It is the responsibility of the investigating officer in each case to make the appropriate and necessary requests to International Liaison as early as possible in the course of their investigation.

The response times for each enquiry and country will vary therefore, early engagement with International Liaison is essential in order to obtain the result of the enquiry in good time. The investigating officer should also ensure that sufficient information is provided in the enquiry.

## Appendix A Contact Us

### **Service Instruction Author**

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### **Branch Email**

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