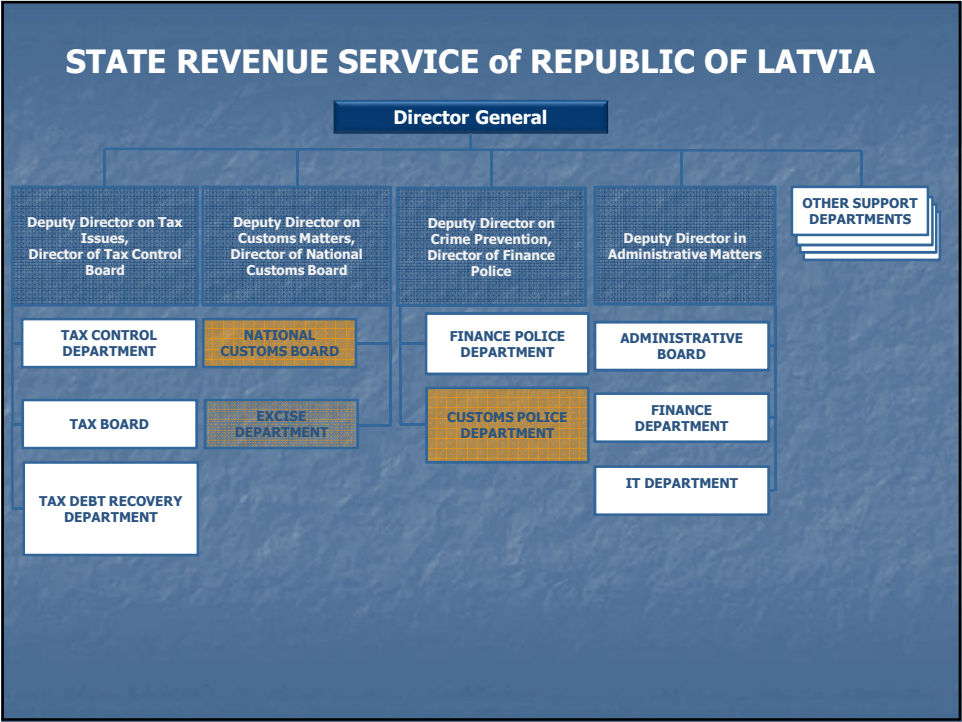


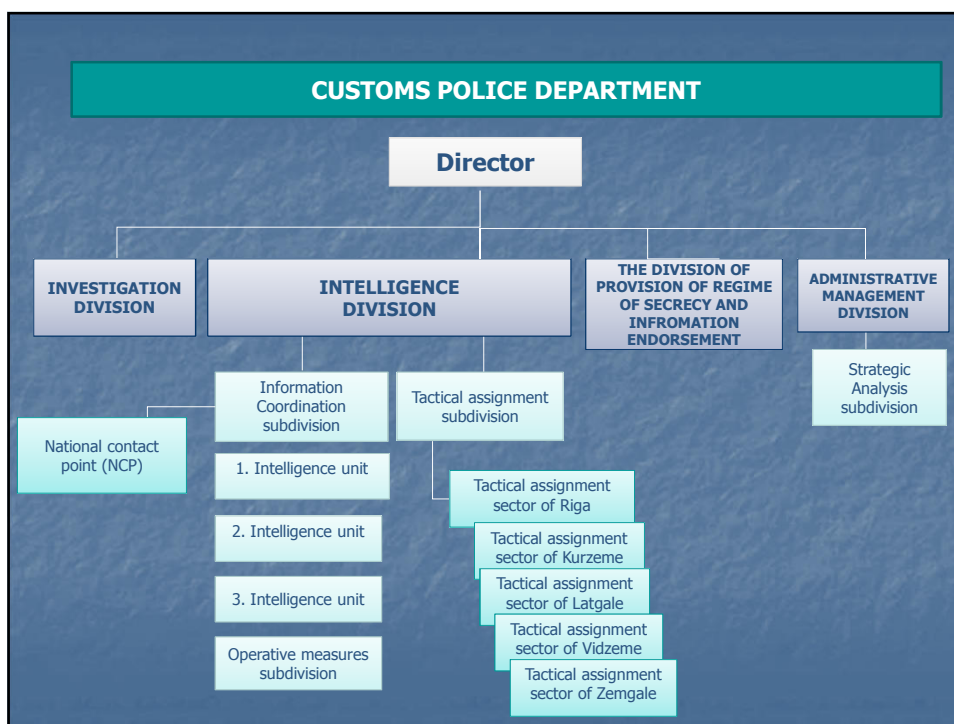


State Revenue Service of the Republic of Latvia

CUSTOMS POLICE DEPARTMENT



- In accordance with the concept, the Customs Police Department (CPD) as a party of operational activities shall carry out operational procedures aimed at the prevention and investigation of customs crimes by the Intelligence Department and Investigation Department pursuant to the set tasks.
- Two main activity areas, as well as the structure of CPD, follow from the aforementioned:
 - **actual risk** – competence of the Investigation Department,
 - **potential risk** – competence of the Intelligence Department.
- The work with risk information is based on the following principle: decentralised collection – centralised processing of information.



Information Circulation Procedure

- Risk information circulation procedure in the customs sector of the State Revenue Service was approved with the aim to provide for the obtaining and sending of information.
- The following documents and rules for their filling were approved:
 - Risk Information Form (RIF);
 - Outgoing Intelligence Form (OIF);
 - Report Form (RF).
- The procedure for the preparation and location of the Risk Profiles (RP) in the information systems was also approved.

- Risk Information Form is a document by virtue of which any employee of the State Revenue Service transfers risk information to CPD.
- Risk Information is the information on the signs, facts or accidents that have or can have any significance in the solving or prevention of a crime or administrative violations in the customs sphere.
- If any risk information was obtained via the trusted telephone emergency service or by any other method, an employee of NCP shall fill in the RIF.

- Outgoing Intelligence Form is a document by virtue of which CPD:

- 1) sends information *ad notam*;
- 2) sends information to the structural units of CPD and Customs Administration for accomplishment of the set task.

- Report Form is a document by virtue of which the structural units of CPD and Customs Administration report about:

- 1) the accomplishment of Risk Profile (red way);
- 2) accomplishment of OIF (an assignment);
- 3) the found administrative violation;
- 4) the found signs of a crime.



Integrated Risk Information System **IRIS**

Main functions of IRIS

- securing information flow;
- support of the processes at CPD (Intelligence Case, Criminal Case, Administrative Case);
- accumulation of information.

Additional functions of IRIS

- securing the option to analyse the accumulated data;
- obtaining information about the targets from external sources;
- transfer of the data to other systems (Criminal Case, Administrative Offence Report);
- securing the option to create reports.

System operation security principles:

- The documents (case files) can be created only in certain cases on the grounds of a certain document.
- Each user has certain functions available in accordance with his/her competence.
- Information is available to each user in accordance with his/her competence.
- Actions of the user are registered in the system and can be checked.
- When searching for targets, each user must enter the grounds for a search.
- Familiarisation with the processes is only with the permission of the person in charge.

Types of targets

- individuals
- legal entities
- addresses (location)
- vehicles
- communication facilities
- documents

The principles of target registration

- The targets can be registered only on the grounds of a document, concurrently specifying the kind of connection to the document or the target;
- The targets are registered individually;
- The system search is mandatory upon registration of the targets in order to verify if the target has already been registered in IRIS;
- Individuals, legal entities, vehicles and addresses are verified in the relevant registers.

System modules

- 'Anonymous interface'
- NCP module
- Intelligence Department module
- Investigation Department module
- Mobile Group module
- Risk Profiling module
- Filing module

'Anonymous interface'

- Non-registered users (any employee of the State Revenue Service) can fill in the Risk Form (RIF) or the Report Form (RF), make attachments and send them to NCP via the address entered in the Intranet.
- The system provides an author's code, by virtue of which it is possible to open or edit a document, if an employee of NCP should send it for updating.
- The author receives an e-mail message about the updating of the document, if the e-mail address was entered in the document.
- Should the author of the RIF remain anonymous, he/she may not enter his/her name or e-mail address.

NCP Module

- Receipt of the documents (RiF, RF and Filing Documents);
- Registration of the documents;
- Evaluation of information;
- Redirection of the documents to the competent structural unit;
- Sending of OIF to the addressee;
- Numbering of the criminal procedure cases, administrative procedure cases and inspection statements;
- Registration of inspection records and statements of administrative violations;
- Upon receipt of the documents, an employee of NCP can send them for updating or reject them, concurrently specifying the grounds for such actions.

Intelligence Department module

- Receipt of evaluated information from NCP
- Institution of the Intelligence Department cases and work with them (registration of targets, documents and plans)
- Creation of OIF blank and Risk Profiles

Investigation Department module

- Taking over the criminal and administrative procedures;
- Institution of criminal and administrative cases;
- Records of criminal and administrative procedures, sending the files to the competent authorities or drawing up a statement on the administrative violation;
- Preparation of Assignments (for accomplishment of certain work).

Mobile Group Module

- Receipt of the Assignment blanks;
- Preparation and sending of the Assignments;
- Preparation of the plans (weekly and daily);
- Preparation and sending of the Report Forms (RF) on accomplishment of the Assignments;
- Monitoring the work of the Mobile Group.

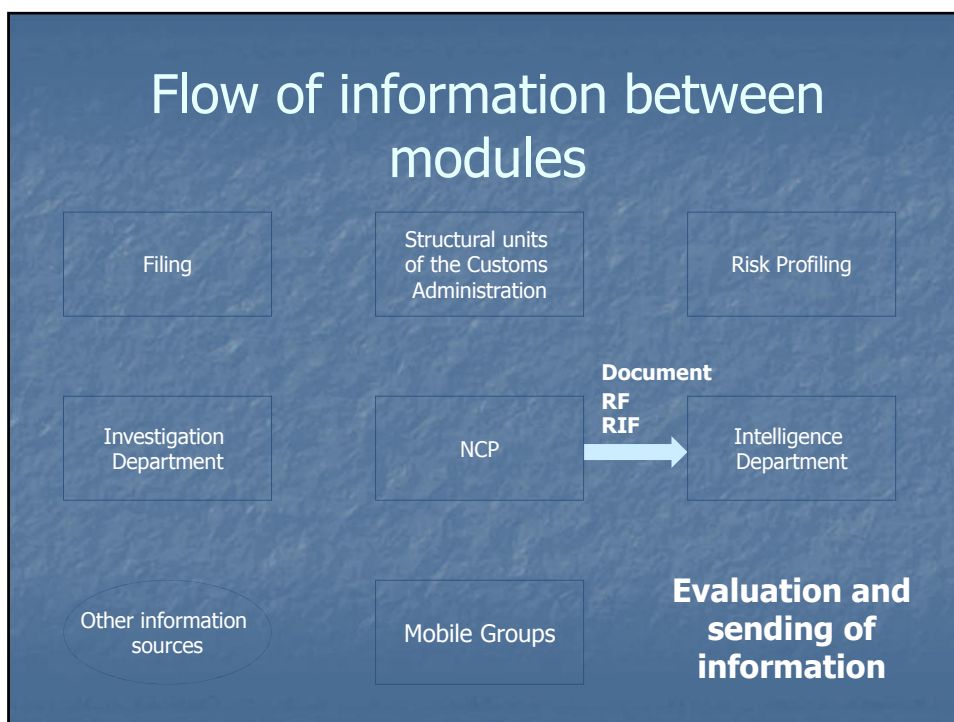
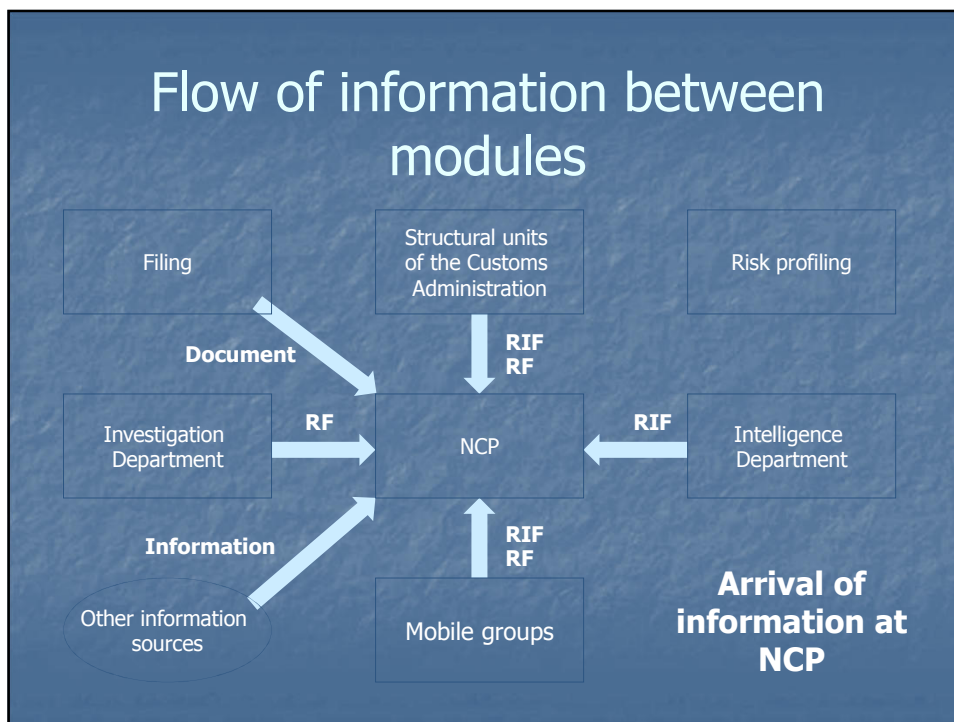
Risk Profiling module

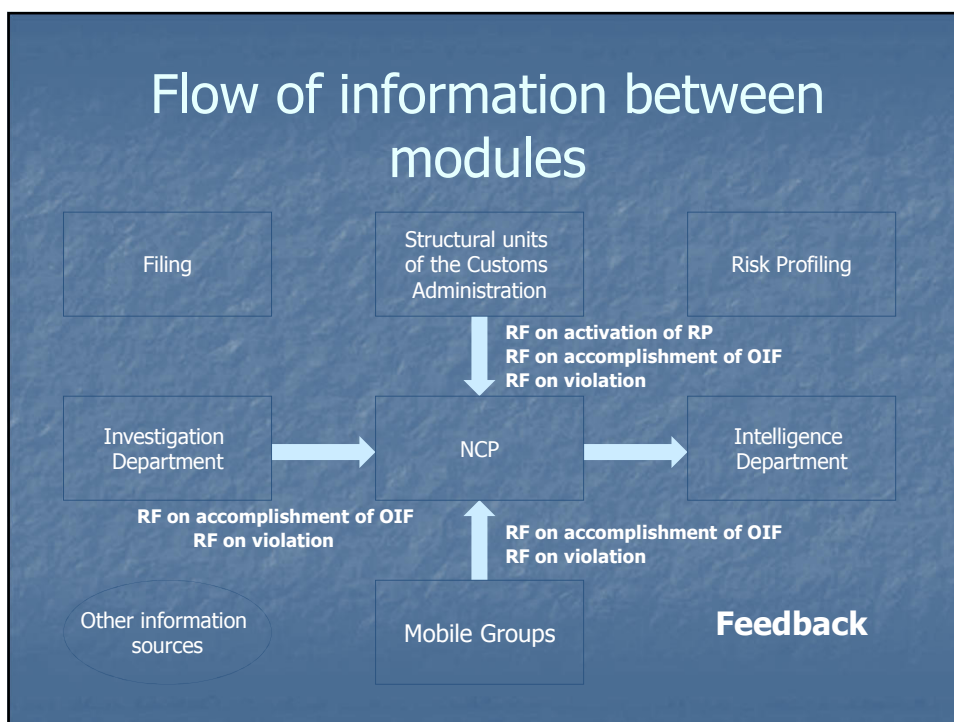
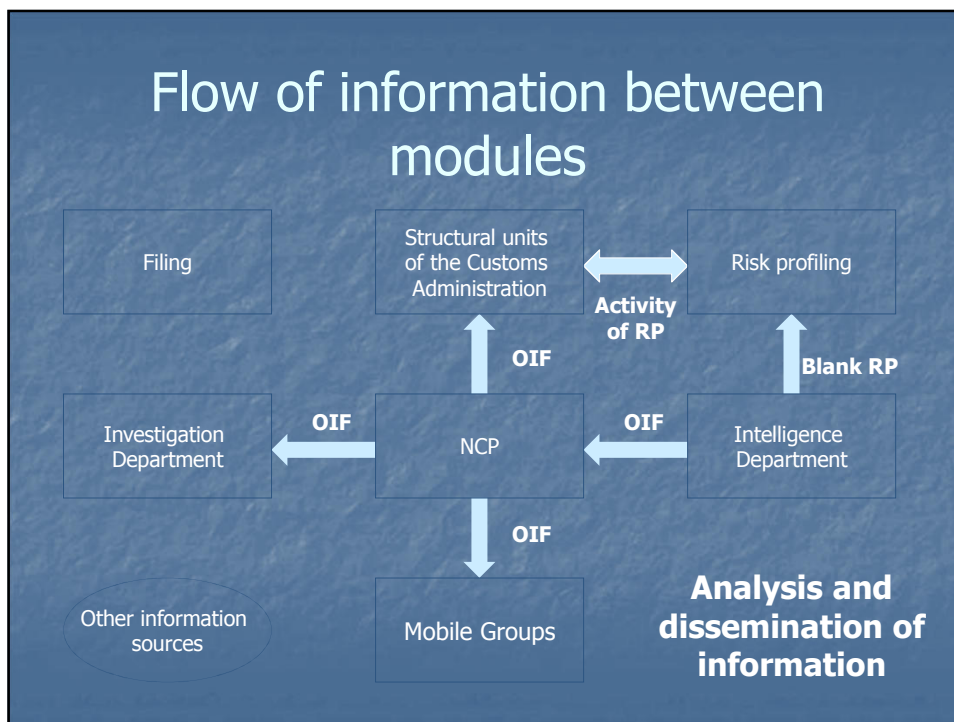
- Receipt and preparation of the Risk Profile (RP) blanks;
- Approval of RP;
- Evaluation of the customs procedures upon request of the external (customs) systems (IM/EX/TR) via the *WEB service*.

Filing module

- Receipt and sending of the filed documents;
- Evaluation of the filed documents containing risk information and sending them for the purpose intended;
- Receipt and sending of the criminal and administrative cases to the competent institutions;
- Securing of internal filing.

- When receiving a document in a certain module, the employee can see the document in the relevant list being referred to as 'new' – in bold fonts which disappears after opening the document (commencement of work).
- The number of new files with the numbers and section title is shown in the main menu of the relevant section.
- Activation of RP and registration of the new target connections that were made in other processes will be shown as new as well.
- Option to receive e-mail messages or SMS to the mobile telephone regarding the new files (the function can be configured).
- Each employee has certain functions available in accordance with his/her post, by virtue of which he/she creates an assignment, changes the document status or performs any other actions with the document.





Information analysis tools and preparation of reports

- IRIS enables the preparation of files for analysis by virtue of the external tool called ***Analyst's Notebook*** which was developed by ***i2***. The 'depth' of the necessary visualisation of the targets and documents can also be specified for this purpose.
- By virtue of the ***Business Objects*** tool developed by ***SAP***, IRIS enables the preparation of the reports on grounds of the database available in the system. It is possible to make standard reports or to create them upon necessity, as well as to receive combined reports with the data from external systems. IRIS allows the printing out of only the document forms.

Developed functionality

- Elaboration and integration of the module for Operational Cases and Special Filing (information to be classified);
- Receipt of the data from the module for the customs physical inspection in the RF format (in development);
- Continuation of integration with the external systems:
 - KRASS – registration and support system of the Ministry for Home Affairs for criminal procedures,
 - APLIS – administrative cases registration and support system of the State Revenue Service;
- Improvement of facility functionality;
- Optimisation of the user's interface.

Interactive search in Filing module

[illegible]

Thank you for
your attention!