



DEPARTMENTAL
GENERAL
ORDER

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Chapter 51

Criminal Intelligence
Intelligence, Criminal

CRIMINAL INTELLIGENCE

The purpose of this new order is to establish Departmental procedures governing the function of the Intelligence Division.

I. DEPARTMENTAL POLICY

Information gathering is a fundamental and essential element in the prevention of crime and apprehension of offenders. The policy of the Department is to gather information directed toward specific individuals or organizations reasonably suspected of criminal activity, to gather it with due respect for the rights of those involved, and to disseminate it only to authorized individuals as defined. While criminal intelligence may be assigned to specific personnel within the Department, all members of the Department are responsible for reporting information that may help identify criminal conspirators and perpetrators.

II. DEFINITIONS

- A. Criminal intelligence is information compiled, analyzed and/or disseminated in an effort to anticipate, prevent or monitor criminal activity.
- B. Strategic intelligence is information concerning existing patterns or emerging trends of criminal activity designed to assist in criminal apprehension and crime control strategies for both short and long-term investigative goals.
- C. Tactical intelligence is information regarding a specific criminal event that can be used immediately by operational units to further a

criminal investigation, plan tactical operations and provide for officer safety.

III. MISSION

- A. It is the mission of the Intelligence Division to gather information from all sources, in a manner consistent with the law, in support of efforts to provide tactical or strategic information on the existence, identities, and capabilities of criminal suspects and enterprises generally and, in particular, to further crime prevention and enforcement objectives/priorities identified by the Department.
- B. Information gathering in support of the intelligence function is the responsibility of each member of the Department.
- C. Information that implicates, or suggests implication or complicity of any public official in criminal activity or corruption shall be immediately reported to the Chief of Police.

IV. ORGANIZATION

- A. The Intelligence Division shall have the primary responsibility for the direction of intelligence operations, coordination of personnel, and the collection, evaluation, collation, analysis and dissemination of intelligence information.
- B. The Intelligence Division Sergeant shall report directly to the Chief of Police in a manner and on a schedule prescribed by him/her.
- C. To accomplish the goals of the intelligence function and conduct routine operations in an efficient and effective manner, the Intelligence Division Sergeant shall ensure compliance with the policies, procedures, mission and goals of the Department.
- D. Assignments of personnel to the Intelligence Division are at the sole discretion of the Chief of Police.

V. PROFESSIONAL STANDARDS

- A. The intelligence function is often confronted with the need to balance information-gathering requirements for law enforcement with the rights of the individuals. To this end, members of the Department shall adhere to the following:
1. Information gathering for intelligence purposes shall be premised on circumstances that provide a reasonable indication that a crime has been committed or is being planned.
 2. Investigative techniques employed shall be lawful and only so intrusive as to gather sufficient information to prevent the criminal act and/or identify and prosecute violators.
 3. Members of the Intelligence Division shall make every effort to ensure that information added to the criminal intelligence base is relevant to a current or on-going investigation and the product of dependable and trustworthy sources of information. A record shall be kept of the source of all information received and maintained by the Intelligence Division.
 4. Information gathered and maintained by the Intelligence Division for intelligence purposes may be disseminated only to appropriate persons for legitimate law enforcement purposes in accordance with law and procedures established by this order. A record shall be kept regarding the dissemination of all such information to persons within this or any other law enforcement agency.

VI. COMPILING INTELLIGENCE

- A. The Intelligence Division Sergeant, with sufficient information and justification, may open intelligence investigations/files. This includes, but is not limited to, the following types of information:

1. Subject, victim(s) and complainant as appropriate.
 2. Summary of suspected criminal activity.
 3. Anticipated investigative steps to include proposed use of informants, photographic or electronic surveillance.
 4. Resource requirements, including personnel, equipment, buy/flash monies, travel costs, etc.
 5. Anticipated results and problems, restraints or conflicts of interest.
- B. Members shall not retain official intelligence documentation for personal reference or other purposes but shall submit such reports and information directly to the Intelligence Division.
- C. Information gathering using confidential informants as well as electronic, photographic and related surveillance devices shall be performed in a legally accepted manner and in accordance with procedures established for their use by the Department.
- D. All information designated for use by the Intelligence Division shall be submitted on the designated report form and reviewed by the Intelligence Division Sergeant prior to submission.

VII. RECEIPT/EVALUATION OF INFORMATION

Upon receipt of information in any form, the Intelligence Division Sergeant shall ensure that the following steps are taken:

- A. Where possible, information shall be evaluated with respect to reliability of source and validity of content. While evaluation may not be precise, this assessment must be made to the degree possible in order to guide others in using the information. A record shall be kept of the source of all information, where known.
- B. Reports and other investigative material and information submitted by other agencies shall remain the property of the originating

agency, but may be retained by the Department. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given to another agency except with the consent of the originating agency.

- C. Analytic material shall be compiled and provided to authorized sources as soon as possible where meaningful trends, patterns, methods, characteristics or intentions of criminal enterprises or figures emerge.

VIII. FILE STATUS

- A. Intelligence file status will be classified as either “open” or “closed,” in accordance with the following:
 - 1. Intelligence files that are actively being worked will be designated as “open.” In order to remain open, members working such cases must file intelligence status reports at least every 180 days.
 - 2. “Closed” intelligence files are those in which investigations have been completed, where all logical leads have been exhausted, or where no legitimate law enforcement interest is served. All closed files must include a final case summary report prepared by or with the authorization of the lead investigator.
- B. Classification/Security of Intelligence
 - 1. Intelligence files will be classified in order to protect sources, investigations and individual’s rights to privacy, as well as to provide a structure that will enable the Department to control access to intelligence. These classifications shall be re-evaluated whenever new information is added to an existing intelligence file.
 - a. Restricted intelligence files include those that contain information that could adversely affect an on-going investigation, create safety hazards for officers,

informants or others and/or compromise their identities. Restricted intelligence may only be released by approval of the Intelligence Division Sergeant or the Chief of Police to authorized law enforcement agencies with a need and a right to know.

- b. Confidential intelligence is less sensitive than restricted intelligence. It may be released to Department members when the Intelligence Division Sergeant or his/her designate has established that the member has a need and a right to know.
 - c. Unclassified intelligence contains information from the news media, public records and other sources of a topical nature. Access is limited to members conducting authorized investigations that necessitate this information.
2. All restricted and confidential files shall be secured, and access to all intelligence information shall be controlled and recorded by procedures established by the Intelligence Division Sergeant.
- a. Informant files shall be maintained separately from intelligence files.
 - b. Intelligence files shall be maintained in accordance with state and federal law.
 - c. Release of intelligence information in general and electronic surveillance information and photographic intelligence, in particular, to any authorized law enforcement agency shall be made only with the express approval of the Intelligence Division Sergeant and with the stipulation that such intelligence not be duplicated or otherwise disseminated without the approval of the Intelligence Division Sergeant.

- d. All files released under freedom of information provisions or through disclosure shall be carefully reviewed.

IX. AUDITING AND PURGING FILES

- A. The Intelligence Division Sergeant is responsible for ensuring that files are maintained in accordance with the goals and objectives of the Department and include information that is both timely and relevant. The Intelligence Division Sergeant shall audit and purge pertinent intelligence files on an annual basis.
- B. When a file has no further information value and/or meets the criteria of any applicable law, it shall be destroyed. The Intelligence Division shall maintain a record of purged files.

X. UNDERCOVER FUNDS

The Intelligence Division Sergeant may hold funds for undercover expenses in the amounts authorized by the Police Operations Imprest Account. All funds shall be maintained in a secure place within the Division. Undercover funds shall be accounted for in accordance with the provisions of [Departmental General Order F-5, UNDERCOVER EXPENDITURES](#).

By order of

Joseph Samuels, Jr.
Chief of Police

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