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|  | <b>XYZ POLICE<br/>DEPARTMENT</b><br><br><b>POLICY AND PROCEDURE<br/>GENERAL ORDER</b> | Distribution<br><b>ALL PERSONNEL</b>                           | General Order Number<br><b>6.19</b>    |
|                                                                                   |                                                                                       | Original Issue Date<br><br>MM/DD/YY                            | Reissue/Effective Date<br><br>MM/DD/YY |
| Order Title:<br><br><b>CRIMINAL INTELLIGENCE PROCEDURES</b>                       |                                                                                       | Accreditation Standard:                                        | Section                                |
|                                                                                   |                                                                                       | CALEA 40.2.1; 40.2.2;<br>40.2.3; 46.3.1<br>POSTC: 2.5.3; 3.7.1 | 6                                      |
| Section Title:<br><br><b>INVESTIGATIVE FUNCTIONS</b>                              |                                                                                       | <b>Chief of Police</b>                                         |                                        |

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting*

## I. PURPOSE

The purpose of this policy is to establish a written directive that describes the Criminal Intelligence Functions of the XYZ Police Department.

## II. POLICY

It is the policy of the XYZ Police Department to only collect intelligence which is limited to criminal conduct and relates to activities which present a threat to the community. The XYZ Police Department will not collect or keep information which concerns an individual's personal activities or preferences.

Members of the XYZ Police Department shall check the reliability of all intelligence data and shall not indiscriminately maintain unreliable information. The reliability of information is essential to protect the privacy and reputation of individuals. Members of the XYZ Police Department should be wary of circulating information, the validity of which is in doubt. If the material must be disseminated, the XYZ Police Department shall state its reservations clearly on the report.

In determining the reliability of information, the following two factors should always be taken into account:

- the source of the report
- the substance of the report

The reliability of the sources in order of preference is:

- law enforcement officer
- known and reliable source
- known but not always reliable source

- unknown source

The XYZ Police Department intelligence system shall be directed toward protecting the personal privacy of individuals. The XYZ Police Department does not enter all information received into intelligence records automatically as it is received. Instead, the information must first undergo the test of relevancy and substantiation.

### III. DEFINITIONS

Analysis: Analysis is the separation of potentially valuable information from worthless or inaccurate data, and the conversion of the information into finished intelligence.

Crime Analysis: Crime analysis is a law enforcement function whereby data relating to crimes are collected, evaluated, analyzed and disseminated.

Dissemination: Dissemination is the exchange or flow of information on the purpose and content of the report, need to know, the confidentiality of the informant or source, and the progress of the on-going information or investigation.

Information collection: Information collection refers to the gathering of raw information on the activities of those persons suspected of being involved in criminal activity.

Intelligence Analysis: Intelligence analysis is the systematic collection, evaluation, analysis and dissemination of information on criminals, with consideration for criminal associations and organized criminal activities.

### IV. PROCEDURE

#### A. Responsibility & Coordination of Intelligence Activities

1. The Criminal Investigation Division shall be the component within the XYZ Police Department responsible for the criminal intelligence function.
2. Although the Criminal Investigation Division is responsible for the overall operation of the intelligence function, intelligence activities are an on-going process, conducted by all members of the XYZ Police Department
3. It is incumbent upon all members of the XYZ Police Department to forward intelligence information to the Criminal Investigation Division for appropriate analysis, coordination and dissemination.
4. The Criminal Investigation Division is responsible for the following functions and activities:
  - a. Collect raw intelligence from agency personnel as well as from external sources, both inside and outside the department

- b. Serve as the principal repository for the receipt of the dissemination of law enforcement intelligence within the XYZ Police Department and to outside agencies
- c. Review and evaluate incoming intelligence reports
- d. Develop and maintain files and sources of information
- e. Perform research and analysis of intelligence reports
- f. Maintain intelligence files on persons, locations and or groups and their suspected criminal activity

B. Criminal Intelligence Activities & Function

- 1. Intelligence in the law enforcement community is an activity principally concerned with the collection, analysis, and dissemination of information in specific problem areas.
- 2. For the purposes of the XYZ Police Department the areas of concern include:
  - a. narcotics
  - b. vice activity
  - c. organized crime
  - d. gang activities
  - e. civil disorders
  - f. terrorism
  - g. subversive activity
  - h. other criminal behavior such as burglary or larceny
- 3. Criminal intelligence is identifiable information, based upon reasonable suspicion, relating to individuals or groups who are currently involved, or believed to be involved in the planning, organizing, financing, or commission of criminal activity or have established some association with known or suspected crime figures. Such information may be obtained from both criminal justice and non-criminal justice sources, and such intelligence gathering shall be specifically focused and clearly directed to address actual or articulable potential criminal concerns. The reliability of such information shall be analyzed based upon the reliability of sources order of preference listed above.

C. Legality and Integrity Procedures

- 1. To avoid the indiscriminate collection or dissemination of information, the XYZ Police Department shall use the following procedures:

- a. informant use shall be conducted with the utmost confidentiality pursuant to existing policy specifically related to the use of informants
- b. all intelligence information shall be considered confidential and sensitive in nature thereby protecting both the source of the information, the system, and the person to whom the information relates
- c. intelligence information shall be circulated on a “need to know” basis
- d. all information shall be collected and analyzed in a secure fashion by the Criminal Investigation Division

D. Maintenance of Intelligence Records

- 1. The commanding officer of the Criminal Investigation Division is responsible for the maintenance and security of intelligence reports. Intelligence records shall be maintained separately from other records. Access to intelligence reports is limited to personnel in the Criminal Investigation Division, the Chief of Police and those persons to whom the Chief of Police directs the information be forwarded.
- 2. The commanding officer of the Criminal Investigation Division shall, on an on-going basis, review all intelligence records for reliability and relevancy. Out-of-date or incorrect information shall be purged in accordance with the *Connecticut State Library, Municipal Records Retention/Disposition Schedule*, [M7: Public Safety and Emergency Services Records](#).

E. Specialized Equipment

- 1. The XYZ Police Department has access to specialized equipment to support the intelligence function. This equipment includes:
  - a. audiovisual monitoring equipment
  - b. night vision equipment
  - c. specially designed surveillance vehicles

F. Intelligence Liaison with Other Agencies

- 1. The exchange of intelligence information, as well as the coordination of efforts between the XYZ Police Department and other criminal justice agencies, enhance the preparedness of each organization and ensure that there is not a duplication of intelligence efforts.

2. The commanding officer of the Criminal Investigation Division shall maintain a liaison with local, state and federal law enforcement agencies tasked with receiving and disseminating intelligence information.
3. This can best be accomplished through participation in the NESPIN (New England State Police Information Network), CTIC (Connecticut Intelligence Center) and regional information sharing meetings i.e.: Regional Detectives Meeting, Statewide Detectives Meeting, etc.

G. Information Relating to Terrorism

1. All members of the XYZ Police Department are responsible for receiving and relaying any information that comes to their attention through investigations, reports from others, or by any other means regarding terrorism or terrorism-related activities.
2. If an officer receives information regarding terrorism, the officer should notify their supervisor as soon as possible, or immediately, if the nature of the information dictates that it is necessary. The supervisor shall evaluate the information and make a determination as to relaying the information to the appropriate agency. In general, terrorism related information should be relayed to:
  - a. Connecticut Intelligence Center (CTIC) 600 State St., New Haven CT 06511 Phone (203) 777-6311 (24 hour number) Unsecured fax: (203) 503-5393 Email: [CTIC@NESPIN.RISS.NET](mailto:CTIC@NESPIN.RISS.NET)
3. The XYZ Police Department shall provide terrorism related information to the community as appropriate.

H. Internal Use of Intelligence

1. The XYZ Police Department realizes that information developed through the intelligence process should be shared with appropriate sections within the organization in order to maximize the effectiveness of their enforcement efforts and deterrent efforts.
2. Officers and civilian employees of the XYZ Police Department, because of their job affiliation, often receive valuable intelligence information from their friends and acquaintances in the community and are encouraged to forward intelligence information through the appropriate channels.
3. XYZ police personnel can contribute to criminal intelligence by observing and reporting incidents and situations they see or learn of that clearly might indicate criminal activity. XYZ police personnel are reminded that any restrictions place on the distribution of intelligence are necessary to protect

the confidentiality of information, informants, and private citizens who may be the subject of false information. All XYZ police personnel should recognize that they work within a total system where the “need to know”: dictates who will receive intelligence information.

I. Dissemination of Intelligence Information

1. On occasion, it is useful and beneficial to disseminate intelligence information to the public regarding certain criminal enterprises. Most importantly, terrorism awareness information should be disseminated to the public in order to educate and inform the public regarding terrorist activities, threat levels and a means to report suspicious activities.
2. The XYZ Police Department shall accomplish this by providing terrorism awareness information through its website as a means to report suspicious activity. The Chief of Police or designee may disseminate other types of intelligence information to the public when it is in the interest of public.
3. The Chief of Police or designee shall periodically inspect and review intelligence files maintained by the Criminal Investigation Division to ensure proper coordination and cooperation within the department and with other investigative agencies.
4. Intelligence information may be disseminated in many ways including:
  - a. orally
  - b. in report form
  - c. memos
  - d. police information notices
  - e. extra observation requests
  - f. roll call announcements
5. Criminal Intelligence may be released to the public only when appropriate when directed by the Chief of Police and consistent with the requirements of General Order 10.09: *Freedom of Information*. If such information is released shall be redacted as appropriate.

J. Training in Intelligence Collection

1. Officers who are responsible for receiving, distributing and maintaining intelligence records shall receive training in that area. All personnel shall receive training on gathering and reporting intelligence information. Such training may be conducted during roll call or be distributed in printed form, published by recognized training sources as Roll Call Training.

K. Annual Review of Intelligence Procedures

1. In January of each year, the Chief of Police or designee shall review the procedures and processes for the collection, preservation and dissemination of intelligence information to determine if:
  - a. the current policies and procedures are being adhered to
  - b. department personnel are providing appropriate types of intelligence information
  - c. any additional training for personnel regarding intelligence gathering or record-keeping is required.