

## **DEPARTMENT GENERAL ORDER 08-10**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 98-09  
SOP 502.11.00

DATE: October 1, 2008

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### **INTELLIGENCE OPERATIONS**

#### **I. PURPOSE.**

The collection, evaluation and dissemination of intelligence information is an integral function of basic criminal investigation and the need to actively engage in such an enterprise is imperative to all law enforcement agencies, irrespective of size or location, in the current geo-political environment. Therefore, the following guidelines will govern the processes and procedures utilized by this agency to fulfill the intelligence function.

#### **II. GENERAL.**

The collection of criminal and/or homeland security intelligence information shall be based on a reasonable and presumptive need to do so. Efforts will be undertaken to ensure that the data collected adheres to prevailing legal and privacy considerations. In this regard, information concerning political, religious, racial, or personal beliefs shall not be collected unless such information is deemed relevant to criminal or terrorist activity that presents a distinct threat to the community.

While all department personnel in general bear some responsibility in regard to the collection, dissemination, and security of intelligence information, the Criminal Investigations Division will be the primary agency unit responsible for intelligence operations and will conduct same in accordance with this directive and all applicable state and federal laws.

#### **III. INFORMATION SOURCES.**

The Criminal Investigations Division shall serve as the terminus designed to accept raw intelligence information from a variety of sources. Information may be received via confidential informants, surveillance operations, uniformed patrol, intelligence records, field interviews, computer generated studies, and other law enforcement agencies.

Should a confidential informant be the source of intelligence information, the procedures outlined in the departmental standard operating procedures manual shall apply.

#### IV. ADMINISTRATION OF INTELLIGENCE INFORMATION.

Intelligence information is an important asset to effective police operations and shall be administered in a manner designed to improve the effectiveness of the Criminal Investigations Division, while additionally ensuring the legality and integrity of its affiliated operations. As such, the following procedures shall be adhered to in all phases of intelligence operations.

##### A. Supervisory Oversight

The supervisor of the Criminal Investigations Division will review incoming intelligence information and upon evaluating same, shall make an objective determination in regard to its compliance with collection protocols and the necessity for creation of an intelligence file. The detective sergeant will then oversee the compilation of the file and ensure that, whenever possible, the file is cross-referenced and details actual or potential relationships.

Once an intelligence file has been created it shall be forwarded to the commander of the Criminal Investigations Division for storage and safekeeping.

In addition to the preceding, the commander and/or supervisor of the Criminal Investigations Division shall review and approve the dissemination of intelligence information to other law enforcement officers or agencies. Mug shots and copies of incident reports distributed to other law enforcement agencies are not considered intelligence information per se and are exempt from these provisions.

##### A. Dissemination of Information

All requests for intelligence information will be directed to the supervisor or commander of the Criminal Investigations Division. These may be received via phone, FAX, mail, or personal contact. In each case, the individual placing a request for information must provide proper identification, state the reason for the request and outline the nature of their investigation.

Dissemination of information shall be restricted whenever one or more of the following criteria exist:

- 1). Right to Know: The requester lacks the legal credentials to receive such information.
- 2). Need to Know: The requester fails to display an outstanding need.
- 3). Trust: A question exists as to the requester's reliability or honesty.
- 4). Authority to Release: A request is placed with an employee who lacks the proper authority to release such information.
- 5). Compromise Source: The release of requested information would potentially compromise a confidential source.

Dissemination of intelligence information shall also be restricted when same has not been evaluated for accuracy and reliability, nor confirmed with other independent sources.

Intelligence information of a less than sensitive nature may be distributed during roll call sessions, via confidential bulletins, or criminal exchange meetings.

Information which is disseminated shall be properly recorded in a file log book.

## B. Integrity of Intelligence Files

Active intelligence files shall be identified by separate and distinct entries in a log book maintained by the commander of the Criminal Investigations Division. Each entry shall contain a file identification number, subject matter of the file, case number if any, date file initiated, and source of information. The log book should also provide entry space for the dates and names of those persons accessing specific intelligence files.

Intelligence files shall be reviewed annually for the purpose of identifying information that is out of date, incorrect, or no longer serves a useful purpose.

Such files shall be purged from the system and destroyed. The commander of the Criminal Investigations Division will oversee the destruction of obsolete intelligence files and will ensure that a least one other witness is present at the time confidential material is destroyed.

The commander of the Criminal Investigations Division will initiate an entry into the file log book for each intelligence file removed for destruction.

#### V. INFORMATION SECURITY.

Due to their sensitive nature, intelligence files shall be maintained separately from other agency records to prevent compromise and protect the integrity of the intelligence process. As such, intelligence files shall be stored in a separate compartment of a safe under the direct control of the commander of the Criminal Investigations Division. Access to the information contained therein shall be restricted to the Chief of Police, the Commander of the Investigations and Support Bureau, and the division commander.

Information contained in intelligence files shall be disseminated to department personnel and/or other criminal agencies strictly on a “need-to-know” basis, and only after appropriate verification measures have been satisfied.

#### VI. OPERATIONAL DEPLOYMENT.

The commander of the Investigations and Support Bureau must approve all intelligence operations prior to personnel and resources being committed to a mission.

Intelligence operations shall be carefully planned with clearly defined objectives. Personnel shall be thoroughly briefed prior to deployment and all necessary equipment tested. CID supervisory staff will ensure that adequate safeguards are in place to protect subordinate officers and that the Communications Division and the Field Operations Bureau are aware of each specific operation.

When possible personnel shall be deployed in pairs. However, should circumstances dictate otherwise, arrangements shall be made to position assistance in as close proximity to the undercover operation as practical.

Should an intelligence operation lead outside of the jurisdictional boundaries of the City, the commander of the Criminal Investigations Division will contact the appropriate law enforcement agency having jurisdiction over the area as circumstances require. In the event that no direct enforcement action is planned or anticipated, such notification may be held in abeyance until the situation warrants contact with the proper authorities.

Intelligence operatives shall be debriefed at the end of each mission and will document their information as necessary.

The commander of the Criminal Investigations Division will conduct periodic briefings for his superior officers concerning each intelligence operation. Such briefings will include progress which has been made, problems encountered, operational needs, remaining timetable, and other significant items of information. The Chief of Police and the Commander of the Investigations and Support Bureau shall be informed as soon as possible of any major incident related to an ongoing intelligence operation.

#### VII. TRAINING.

Consistent with their responsibilities, members of the police department shall receive periodic training in the various elements comprising the intelligence function. At a minimum, training will emphasize that all personnel, regardless of their jobs, have a role in the intelligence process. Members of CID will receive the most advanced level of training, to include data evaluation, the proper usage and maintenance of surveillance equipment, security protocols, legal requirements and dissemination procedures, among others. Training will be adequately documented.

#### VIII. ANNUAL REVIEW.

The commander of the Criminal Investigations Division will be responsible to conduct an annual review of the procedures and processes associated with the intelligence function. This review will be documented via written report to the Chief of Police. Elements of the report should address training issues, collection, evaluation, and dissemination of information items, security measures/issues, and miscellaneous recommendations.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

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