

FLORENCE POLICE DEPARTMENT

GENERAL ORDER

Subject: CRIMINAL INTELLIGENCE	Procedure: General Order 20.1.6 CALEA 40.2.3	Total Pages: 5
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I. POLICY

It is the policy of this Department to consistently gather, analyze, and disseminate appropriate intelligence information in pursuit of identification and suppression of any and all on-going criminal activities within the City of Florence.

II. PURPOSE

This written order establishes procedures and guidelines for the gathering, storing, and disseminating of intelligence information within the Florence Police Department, so that officers may effectively understand and combat components of the community involved with organized crime, narcotics, and other illegal activities in a manner that is consistent with State and Federal Law.

III. SCOPE

This written order is applicable to all sworn personnel.

IV. RESPONSIBILITY

The Intelligence process begins with the collection of information from a variety of sources. Officers in a variety of disciplines are valuable sources of information due to the frequent contacts with different aspects of the community. Therefore, all officers should document criminal intelligence information coming to their attention, whether pertaining to persons, groups, or locations involved in criminal activity and forward it to the Criminal Investigations Division.

The Criminal Investigations Division Commander or designee will oversee that all criminal intelligence information is legally collected, evaluated, analyzed, recorded, disseminated, maintained, and destroyed.

V. DEFINITION

A. CRIMINAL INTELLIGENCE – Is the systematic gathering, evaluation, and dissemination of information regarding individuals or activities suspected of or known to be criminal in nature that present a threat to the community.

VI. CRIMINAL INTELLIGENCE FUNCTION

- A. The primary responsibility for the intelligence function will reside with the Criminal Investigations Division. CID will perform the following duties with respect to executing its intelligence responsibilities:
1. Gather, maintain, organize, and coordinate criminal intelligence data and initiate inquiries and conduct investigations to obtain criminal intelligence data;
 2. Maintain a system for the collection, review, analysis, dissemination, storage, and retrieval of criminal intelligence data;
 3. Maintain the integrity and security of all classified intelligence data;
 4. Establish liaison with federal, state, and local enforcement agencies for the purpose of information-sharing designed to combat organized criminal activities;
 5. Develop methods for self-evaluation to ensure it is operating within established guidelines, accomplishing objectives, and safeguarding the information contained within its files;
 6. When necessary, coordinate illegal immigration investigations with the appropriate authorities, such as Immigration and Customs Enforcement (ICE); and
 7. Ensure terrorism related matters are documented and forwarded to the Fusion Center.

VII. TRAINING

All sworn personnel will receive training on collecting, processing, and sharing suspicious incidents and criminal intelligence. This training may come in the form of roll call briefings and/or other Department facilitated training.

VIII. SAFEGUARDING, SECURING, AND STORING INFORMATION

- A. CID personnel will maintain a criminal intelligence file system separate from central records. This file system may organize criminal intelligence data obtained either by the location of criminal activity, by names of persons involved in criminal activity, or by the nature of the criminal activity. CID personnel may use discretion regarding how to maintain the file system.
- B. Due to the sensitive nature of criminal intelligence, all criminal intelligence information, whether in hard copy or electronic format, will be securely stored (i.e., locked away, password protected, and/or encrypted, etc.) and maintained separate from other department records.
- C. Access to criminal intelligence information will be limited to the person(s) responsible and those who have both a “right to know” and a “need to know” and

when there is sufficient assurance that appropriate security of the data will be maintained.

IX. COLLECTION OF CRIMINAL INTELLIGENCE INFORMATION

- A. Information will be collected to meet legitimate investigative objectives relating to the control and prevention of criminal activities and will be used for lawful police purposes only.
- B. Criminal Intelligence information collected will be limited to criminal conduct and/or suspicious activities that present a threat to the community, such as:
 - 1. Organized criminal activities;
 - 2. Gangs;
 - 3. Fencing Rings;
 - 4. Vice and drug activities;
 - 5. Organized civil disorders;
 - 6. Acts of terrorism; and/or
 - 7. Criminal conduct or activities that could present a threat to the community.
- C. Information with marginal or no operational value to the mission of the Department will not be collected. Specifically, information will not be collected:
 - 1. On the basis of personal interest;
 - 2. On the basis of religious or political affiliations;
 - 3. On the basis of support for unpopular causes;
 - 4. On the basis of ethnicity or race; and/or
 - 5. Any other information relating to a subject, the subject's family, or associates, unless, as a matter of investigative necessity and pertinent to establishing a relationship of association with persons known or suspected of being engaged in criminal activity.
- D. Information may be collected on violations of law, events, or conditions occurring in other jurisdictions that may pose a threat to life and/or property in the City of Florence. (i.e., drug trafficking and/or gang activity occurring elsewhere that could affect our community is applicable)
- E. In order to ensure that criminal intelligence is properly collected, CID personnel will:
 - 1. Ensure that only information with a criminal predicate is stored in intelligence files;
 - 2. Evaluate the information in order to determine the reliability of the source and the validity of the content; and
 - 3. Determine what to do with the information, such as:

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- a. Destroy it immediately (no criminal predicate);
 - b. Hold for further investigation;
 - c. File for future use;
 - d. Forward to other personnel within the Department; or
 - e. Forward to another agency.
- F. CID will ensure that all data obtained and filed follows guidelines established by the Law Enforcement Intelligence Unit [LEIU] *Criminal Intelligence File Guidelines*.

X. LEGAL AND PRIVACY REQUIREMENTS

- A. Department members will follow all applicable state and federal regulations regarding the collection, storing, and dissemination of criminal intelligence.
- B. Department members will engage only in authorized intelligence operations and only in compliance with all applicable laws and Department rules, regulations, and policy. Members will avoid indiscriminate collection or dissemination of intelligence.
- C. Criminal intelligence may be gathered from all legal sources. These sources include, but are not limited to informants, citizens, other law enforcement agencies, and public records.
- D. All information requested by subpoena will be turned over to the court where the presiding judge will determine what information will be released.

XI. DOCUMENTING, REPORTING, AND DISSEMINATION

- A. Criminal intelligence that is received must be reduced to writing and forwarded to CID. Acceptable forms for documenting criminal intelligence include:
 1. Incident Reports and Supplements;
 2. Field Interviews;
 3. Email; and/or
 4. Hand written notes.
- B. Criminal intelligence information that is received or obtained should be documented and include as much of the following information as possible:
 1. Name of the officer receiving the information;
 2. Date and time the intelligence was received;
 3. Type of suspected illegal activity and the location, names, and addresses of the suspects involved;
 4. Complainant's/Source's name, address, and telephone number (if available);
 5. Statement as to the reliability of the source (if applicable); and

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6. Any other applicable information that can be provided.
- C. Any intelligence information that is gathered relating to terrorism will be forwarded to the Fusion Center or to Homeland Security.
- D. Other applicable intelligence data should also be shared with Criminal Justice information sharing systems such as ROCIC.
- E. Methods of dissemination may include:
 1. Crime maps;
 2. BOLO's;
 3. Emails; and/or
 4. Bulletins.

XII. PURGING OUT OF DATE OR INCORRECT INFORMATION

- A. Information stored in the criminal intelligence file should be reviewed periodically (at least annually) for reclassification or purge in order to:
 1. Ensure that the file is current, accurate, and relevant to the needs and objective of the agency;
 2. Safeguard the individual's right of privacy as guaranteed under federal and state laws; and
 3. Ensure that the security classification level remains appropriate.
- B. Intelligence files will be purged when new information is obtained which either terminates or contradicts previous information. The following should be considered when purging records:
 1. Is the information still useful?
 2. Is the information still current?
 3. Is the information still reliability?
 4. Can you verify the availability of related information?
 5. Is the information source still available? and/or;
 6. Is the information still relevant to police operational needs?

XIII. REVIEW

- A. Criminal Investigations Supervisors will conduct an annual review of the Department's procedures and processes for collecting, processing, and dissemination of criminal intelligence information. A copy of the Annual Review will be forwarded to the Chief of Police and Accreditation Manager.