

PALM BEACH GARDENS POLICE DEPARTMENT

INFORMATION SHARING PROVISIONS

POLICY AND PROCEDURE 4.1.18

Effective Date : 08/26/09	Accreditation Standards: CALEA 12.1.4, 42.2.4 CFA	Review Date: 08/01/2016
-------------------------------------	--	-----------------------------------

CONTENTS:

1. Guidelines for Providing Information

PURPOSE: To establish guidelines for communication, coordination and cooperation between Patrol Operations and other bureaus/sections within the Palm Beach Gardens Police Department.

ASSIGNED TO: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Bureau Commanders

POLICY: The Patrol Operations and Investigations Bureaus, Traffic and all specialized units/sections are encouraged to share information as much as possible. When circumstances dictate, or through roll call training, the Investigations Bureau supervisors, traffic supervisors, and specialized unit supervisors or members of their sections/units will be provided an opportunity to share information at patrol briefings.

1. GUIDELINES FOR PROVIDING INFORMATION

- a. All supervisors (i.e., investigations, traffic, community involvement, special assignment, etc.) shall attend patrol briefing periodically to share information and to enhance communication, coordination and cooperation regarding department business.
- b. The Patrol Operations Bureau will enhance information sharing by making such information available to other units within the department. The sharing and coordinating of information shall be designated to the following operational functions:
 - i. Crime Analysis Unit
 1. The crime analysis unit coordinates specific requests to analyze and exchange information obtained from field reports.
 - ii. Records Unit
 1. Computerized records of part I mandatory and selected part II mandatory offenses and arrest reports are maintained for data analysis and distributed to all affected divisions within the department.
 2. Appropriate information may be provided to Sergeants with specific instructions regarding the need for specific information to be shared with other division members. Specific information may include summary totals of incidents and other criminal and/or non-criminal information.
 - iii. Officer's report
 1. Copies of the patrol officer's reports will be available to the investigations bureau for review and follow-up assignment.
 2. The status of the report(s) and follow-up investigation will be monitored by the appropriate detective/investigator/agent.
 - iv. Briefings (roll call)
 1. Patrol, traffic, investigations, and special unit supervisors are encouraged to share information as much as possible during briefings.
 2. All supervisors/officers will be provided an opportunity to share information at daily briefings. Such information may include wanted persons and other types of criminal or non-criminal information.
 - v. Patrol Operations briefing information

1. Information from any source that should be passed on to patrol officers shall be coordinated through the Sergeants for placement on appropriate bulletin boards, etc. in the patrol briefing room.
 - a. The board shall be maintained by patrol supervisors.
 - b. The information on the board shall be read at patrol briefings.
 2. Also special enforcement information may be issued at briefings to the appropriate officer(s) assigned to such areas or zones identified as problem areas.
- vi. Investigations Bureau intelligence
1. The Investigations Bureau provides intelligence reports and information to appropriate units and facilitates the identification, apprehension, and prosecution of wanted persons, etc.
 2. Information may be provided or posted by the crime analysis unit/support services in an area designated by each affected division for review by officers or supervisors. This information will be updated weekly unless otherwise designated by crime analysis unit/information services/systems.
- vii. Career criminal (habitual offender)
1. Investigations division will provide information to appropriate divisions and facilitate the identification, apprehension, and prosecution of individuals meeting the Florida State Statute definition of career criminal.
 2. Special notices -The investigations division may also provide selective crime information to operational division/unit personnel or outside agencies for distribution and/or assistance.
- viii. Chief of Police (vice, drug, and organized crime information)
1. Whenever the investigations/patrol division or appropriate personnel receives information (i.e., by informants, other jurisdictions, specialized units supervisors, or criminal intelligence agencies, etc.) that is vice, drug and organized crime related and which may impact law enforcement concerns of this department's jurisdiction, the Chief of Police shall be notified via chain of command.
 2. The Chief of Police may be contacted by phone or written correspondence, if practical, in order to develop strategies and/or information safeguarding officers and citizens who may be affected by such information.
- ix. Issuing directives/training notices
1. New directives/training notices shall be issued in accordance with respective department policy.


INDEX AS:

- INFORMATION SHARING

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- BUREAU COMMANDERS
- SUPERVISORS

DRAFTED: SDD / 08-26-09 FILED: 4.1.18.pdf

APPROVED:	
	
<hr/>	<u>08/26/09</u>
Stephen J. Stepp Chief of Police	Date