

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>CRIMINAL INTELLIGENCE FUNCTION</b>		
<b>POLICY AND PROCEDURE 4.2.2.4</b>		
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**PURPOSE:** To establish guidelines for the transmittal of intelligence information.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Investigations Bureau Major

**POLICY:** This Department establishes an intelligence information network to assist investigators and other operational members with criminal information that is current, on-going, or proposed. In cases of arrested persons, persons developed as suspects in a particular criminal activity but not arrested, or where there is information relating to illegal activities, certain personal and modus operandi information may be of use in future investigations. Information of this nature which may be obtained by officers out in the field is very valuable for intelligence purposes.

## **1. INTELLIGENCE RESPONSIBILITY AND PROCEDURE**

- a. An investigator is designated within the Investigations Bureau for the control of intelligence information gathering for the department.
- b. The designee shall serve as department liaison with outside law enforcement agencies in the exchange of intelligence information under the provisions specified in this procedure.
- c. Officers or members of the department may submit known narcotics and/or illegal activities in memorandum or letter format to the Investigations Bureau intelligence designee.
- d. Officers or members who submit intelligence information will receive feedback on their information, when that information is acted upon, from their immediate supervisor, or in person if so directed by the intelligence supervisor.
- e. The intelligence memorandum (notification) may include information gathered by an officer or member through observation or subsequent interrogation or by way of suspicious person(s) and/or circumstances. Intelligence information may be received by the designee and cross referenced with other sources gathered from the following:
  - i. Field interrogation card;
  - ii. Criminal investigation reports;
  - iii. Citizens and crime watch organizations;

- iv. Daily or weekly crime reports; and
- v. Other sources deemed appropriate by the supervisor or designee.
- f. Specific intelligence activity performed by the designee(s) include the intelligence memorandum or notification of information from an interview or observation on the street; on a person arrested for an offense; on a person who is a suspect in a crime but is not arrested, and about a person, group, organization or business that is suspected of being involved in criminal activity.
- g. Other intelligence information may be recorded or submitted by phone from citizens' complaints of criminal activities; information gathered from complaints handled by the city manager's office; and those directed by the Chief of Police.
- h. Types of information collected through intelligence activities may include, but not be limited to:
  - i. Criminal investigation information/activity;
  - ii. Criminal intelligence information (persons);
  - iii. Strategic intelligence information; and
  - iv. Tactical intelligence information.
- i. Intelligence information will not be disseminated, formally or informally, to any non-law enforcement agency or individual.

## **2. FUNCTIONS PERFORMED BY INTELLIGENCE OPERATIONS**

- a. Transmittal of intelligence information will be conducted in accordance with standard and accepted department practices and procedures.
- b. Intelligence information collected by the intelligence unit will be analyzed and disseminated to the designated division, unit, and/or Bureau Major only after the following have been established:
  - i. The accuracy and reliability of information
  - ii. Whether the dissemination of information would compromise the identity of the source of information and the
  - iii. Requestor's right and "need to know".
- c. The collection of information for intelligence purposes may include crime information received from case complaint cards, offense/incident reports and/or supplementary reports and other source documents.
- d. Through the department's crime analyst, crime information collected from case complaint cards, offense/incident reports and/or supplementary reports will be analyzed and an appropriate report developed and disseminated to all divisions for their use in monitoring and controlling specific crime categories. The intelligence bulletin if so developed/published will also be used to provide intelligence information to respective divisions/units.

## **3. CRITERIA FOR INTELLIGENCE GATHERING:**

- a. The criteria for the collection of criminal intelligence information is that there must be a reasonable and legitimate need to do so, and that information concerning political, religious, racial or personal beliefs will not be collected or retained unless such information is relevant to a report of known or suspected criminal activities/ suspects.
- b. Information received or obtained by the intelligence designee(s) will be acquired in a legal manner and should be of high quality and reliability, and should only be collected or retained when it is pertinent to criminal activities/suspects.
- c. Intelligence information collected through informants and/or confidential sources may be used to supplement the information analyzed and disseminated by the crime analyst. The transfer of informant information from the investigations division to the crime analyst must first be authorized by the supervisor of investigations.
- d. Informants who operate within the department's intelligence network will be secure in their anonymity. Personal data will be released to potential handlers on a clearly defined "need to know" basis. Under

circumstances where informant information must be shared with outside investigators/agencies, informant identity will be preserved and information transmitted through the affected supervisor who will be responsible for coordinating the exchange of information.

#### **4. INTELLIGENCE SECURITY AND RECORDS:**

- a. Authorized members engaged in the process of collecting, investigating, and analyzing intelligence data will conduct such operations in an environment protected from inadvertent disclosure of information.
- b. It will be the responsibility of the supervisor of investigations to determine that recipients of disseminated intelligence information have not misrepresented themselves, are authorized to make the request or receive the information, have a "need to know", and that all disseminations are accomplished in a manner which reflects compliance with state and federal laws.
- c. Verification of those receiving information may be established by:
  - i. Credentials;
  - ii. Return phone calls,
  - iii. known email address; and
  - iv. Requests on letterhead.
- d. To safeguard intelligence information, a computer based system may be used to process and/or store intelligence information under the supervision of the department's Information Technology (IT) members. This system will incorporate user identifier codes and protective procedures, and other methods of securing information from unauthorized access, modification, removal, and/or destruction.
- e. Intelligence information files and records will be decentralized from other department records. Intelligence files and records and their contents will be separately maintained and secured by the investigations supervisor.
- f. An annual review of intelligence files and records will be conducted by the Investigations Bureau Major or designee to ensure that files are accurate, relevant, and complete.
- g. Retention, dissemination, or purging of intelligence files will only be done with approval of the investigations supervisor and in accordance with state law.
- h. Records of destruction will be completed and certified by the investigations supervisor when such files are purged or eliminated.

#### **5. INTELLIGENCE OFFICERS AND EQUIPMENT**

- a. The investigations supervisor and all other members, particularly those who handle or who may be directly involved in the receipt or access to intelligence information will be carefully screened and given additional orientation as to the sensitivity of their duties, and the importance of meeting privacy, confidentiality, and public disclosure requirements.
- b. For the purpose of intelligence gathering, and/or monitoring of illegal activities, the responsibility to budget, secure, or have access to specialized equipment will be the responsibility of the Investigations Bureau Major or designee.
- c. Equipment and/or specialized equipment used or developed for specific use by the Investigations Bureau for intelligence gathering operations shall be maintained under the control of the investigations supervisor or designee.
- d. Department-owned equipment and equipment issued to members assigned to the Investigations Bureau shall be maintained in accordance with departmental policy for the purpose of executing the division's enforcement responsibility.
- e. Specialized equipment such as surveillance vehicles, visual monitoring equipment, audio monitoring or recording equipment and other equipment used for this purpose will be used in accordance with existing state and federal laws which govern such methods and will not be applied without proper court order.

**6. INTELLIGENCE BULLETIN:**

- a. Periodically the investigations supervisor or designee may prepare criminal intelligence information bulletins on certain individuals or organizations that have been identified or that reasonable grounds have been generated linking them to suspected or known illegal activities.
- b. The information contained within the bulletin may consist of mostly public source data; however, all Department members should hold and treat the information received as sensitive in nature and not for public release.
- c. Information classified as confidential will be marked accordingly and will only be released to authorized law enforcement members based on their need to know.
- d. Originals of all bulletins prepared will be maintained in the investigations supervisor or designee's office.
- e. Criminal intelligence bulletins will be made available to other law enforcement agencies; to be distributed at area criminal intelligence meetings and on a "need to know" basis.

**7. DEFINITIONS:**

**Confidential Source** -Any person who discretely provides information voluntarily and whose identity will remain undisclosed.

**Contact Officer** -A police officer who maintains the on-going professional relationship with a confidential source.

**Informant** -A confidential source that provides information in exchange for monetary or other lawful consideration and/or; by virtue of providing information is directed by the contact officer to perform certain lawful acts or; by his position or knowledge is solicited by the police department to provide information to which he has access.

**Intelligence** - (Information) The act of gathering or obtaining information in regards to criminal conduct that is current, on-going, or proposed.

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**APPROVED:**

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**Stephen J. Stepp**  
Chief of Police

01/19/12  
**Date**