

GENERAL ORDER 51.1.1

Intelligence Activities

GENERAL ORDER CROSS-REFERENCE: 43.2.1

SUMMARY

Describes the Department's intelligence gathering, analysis and dissemination function.

DISCUSSION

Intelligence gathering activities are important to all law enforcement agencies. Organized crime, gangs, narcotics operations and white collar crime investigation and suppression all require information which goes beyond crime-specific data. Proper intelligence gathering goals and safeguards prevent potential abuses to the privacy rights of law-abiding citizens.

POLICY

I

The Investigations supervisor is responsible for the analysis, retention and dissemination of intelligence information. Intelligence collection shall be carried out by Patrol and Investigations personnel as required.

II

Intelligence activities shall comply with all federal, state and local laws and regulations and shall be limited to criminal conduct and related activities which present a potential threat to the community. The indiscriminate collection and retention of intelligence information is prohibited. Information collected shall be limited to criminal conduct and relative to activity that presents a threat to the community. Information relative to narcotics, criminal gang activity, and on-going criminal enterprises are the more common types of criminal intelligence information that may be included in the system.

III

All intelligence data shall be forwarded to the Investigations supervisor. The Investigations supervisor shall maintain the information and evaluate the data so as to reflect relationships within the data and ensure its complete and rapid retrieval. These data shall include information from the Department's computer and records systems as well as from other sources.

IV

The Investigations supervisor shall maintain liaison with federal, state, and local agencies for the exchange of intelligence information.

V

The Investigations supervisor shall cause the dissemination of analyzed information to Department units and individuals on a need-to-know basis.

VI

The Investigations supervisor shall maintain separate, secure records of intelligence information. Access to the files shall be limited to those persons designated by the Chief of Police. All computer files shall be password protected.

Out-of-date information and information relating to closed (adjudicated) cases shall be purged from the files.

VII

Specific intelligence gathering operations are conducted by appropriate field personnel. These personnel shall have access to any Department-owned equipment required to complete their assignments. This includes: unmarked vehicles, surveillance vehicles, cameras and recording equipment.

Where field operations include the use of informants, the guidelines under G.O. 43.2.1 shall be followed.

Richard L. Lewis
Chief of Police