

WEST PALM BEACH POLICE DEPARTMENT

II-12 INTELLIGENCE UNIT

EFFECTIVE: 01/01/2005

CALEA Standards: 51.1.1, 51.1.2

CFA Standards: 26.01, 26.02

I. POLICY: This policy establishes guidelines for transmittal of intelligence information and defines the role of the Intelligence Unit. 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 is valuable and may be maintained by the Criminal Investigations Division Intelligence Unit for intelligence purposes.

II. DEFINITIONS:

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

B. Informant - A confidential source who:

1. Provides information in exchange for monetary or other lawful consideration; and/or
2. By virtue of providing information is directed by the contact officer to perform certain lawful acts; or
3. By his position or knowledge is solicited by the Police Department to provide information to which he or she has access.

C. Intelligence - (information) The act of gathering or obtaining information in regard to criminal conduct that is either current, on going, or proposed.

III. INTELLIGENCE UNIT RESPONSIBILITY AND PROCEDURES:

A. The Intelligence Unit function is hereby established under the Criminal Investigation Division (C.I.D.) for the control of intelligence information gathering for the Department.

B. The Intelligence Unit Detective will 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 or illegal activities on an Intelligence Transmittal Form (Appendix A) and submit such form to the Intelligence Unit.

1. Whenever possible, officers or members who transmit intelligence information to the Intelligence Unit will receive feedback from the Intelligence Unit Detective when that information is acted upon.

D. The Intelligence Transmittal Form may include information gathered by a member through observation or interrogation or by way of suspicious person(s) and/or circumstances. Intelligence information may be received by the Intelligence Unit and cross-referenced with other sources, such as:

1. Field Interrogation Card;
2. Offense/Incident Reports;
3. Citizens and Crime Watch Organizations;
4. Daily or Weekly Crime Reports; and/or

5. Other sources.

E. Activities performed by this unit include the transmittal of intelligence information from an interview or observation on the street, on a person arrested for an offense, and/or about a person, group, organization, or business suspected of being involved in any criminal activity.

F. Other intelligence information may be recorded or submitted by phone from citizen complaints of criminal activities.

G. Types of information collected through intelligence activities may include, but not be limited to:

1. Criminal investigation information/ activity,
2. Criminal intelligence information (persons),
3. Strategic intelligence information, and
4. Tactical intelligence information.

H. Intelligence information will not be disseminated, formally or informally, to any non-law enforcement agency or individual, except at the conclusion of the investigation, at defense discovery and/or according to applicable public record laws.

IV. CRITERIA FOR INTELLIGENCE GATHERING:

A. The criteria for the collection of criminal intelligence information is limited to criminal conduct and relates to activities that present a threat to the community. There must be a reasonable and legitimate need to gather the information.

1. 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 activity and/or suspects.

B. Information received or obtained by the Intelligence Unit will be acquired in a legal manner and should only be collected or retained when it is pertinent to criminal activities and/or 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 Intelligence Unit's Supervisor must authorize the transfer of informant information from the Intelligence Unit to the Crime Analyst.

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.

E. Intelligence information collected by the Intelligence Unit will be disseminated after the following have been established:

1. The accuracy and reliability of information has been ascertained;
2. Whether the dissemination of information would compromise the identity of the source of information; and the

3. The requester's right and "need to know".

F. The Intelligence Bulletin (Appendix B) will be used to transmit intelligence information to respective units, sections, divisions for use in monitoring and controlling specific criminal activity.

V. INTELLIGENCE SECURITY AND RECORDS:

A. Authorized personnel 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 is the responsibility of the Intelligence Unit Detective to determine that recipients of disseminated intelligence information have not misrepresented themselves, are authorized to make the request and/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.

1. Disseminated information may include, but not be limited to:

- a. Robbery Clearinghouse data, and
- b. information that satisfies the specific requests of other law enforcement agencies.

C. The analysis of crime information to be distributed may include and/or provide the following information:

1. Identify similarities among different offenses;
2. Reveal commonalities and patterns in the characteristics of current crime problems;
3. Assist in the screening and ordering of lists of suspects; and
4. Assembling of information regarding specific crimes which may involve an offender who is already in custody.

D. Distribution of crime analysis information to outside agencies will be controlled by the Division or Bureau Commanders or the Chief of Police. Agencies that may receive such information are:

1. All law enforcement agencies;
2. Military or governmental agencies involved in enforcement of laws and the security of the United States;
3. State or Federal agencies involved in prosecution functions;
4. News media;
5. Local organizations/community groups; and
6. Crime Watch/Crime Prevention Associations.

E. Distribution of crime analysis information for Department use will be available to all affected Department components/employees that can benefit from the use of the information for operational activity purposes.

F. All information will be transmitted to persons within other agencies in document form with the name of person(s) held responsible for the content of the documents.

G. Verification of those receiving information may be established by:

1. Credentials;
2. Return phone calls; and/or
3. Requests on a letterhead.

H. To safeguard intelligence information, a computer-based system is used to process and/or store intelligence information. This system incorporates user codes and other methods of securing information from unauthorized access, modification, removal, and/or destruction.

I. Intelligence information paper files and records will be decentralized from other Department records. Intelligence paper files and records and their contents will be separately maintained and secured by the Intelligence Unit.

J. A review of the intelligence files and records will be conducted, as needed, by the Bureau Commander to ensure that files are accurate, relevant, and complete.

K. Retention, dissemination, or purging of intelligence files will only be done with approval of the Bureau Commander or designee and in accordance with State law.

L. Records of destruction will be completed and certified by the Division Commander or a designee when such files are purged or eliminated.

VI. INTELLIGENCE UNIT PERSONNEL AND EQUIPMENT:

A. The Intelligence Unit Detective will be sensitive to his or her 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 Criminal Investigations Division Commander or a designee.

C. Surveillance vehicles, visual monitoring equipment, audio monitoring or recording equipment, and other equipment used for intelligence gathering will be used in accordance with existing State and Federal laws which govern such methods. A court order will be obtained where applicable.

1. Additional personnel and equipment from other divisions may be assigned to assist the Intelligence Unit Detective as needed.

VII. REFERENCE:

- SOP # II-13 Public Information.
- SOP # II-17 Records function.
- SOP # IV-8 Informants.
- SOP # IV-14 Sexual Predator Notification.

Delsa R. Bush, Chief of Police

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Old SOP # 6.610.013, Criminal Investigation Intelligence Unit, 6.200.003 Crime Analysis Distribution
Revision Dates: 03/01/99, 12/15/1999, 01/01/2005

Job Title Task Files: CID Commander, C.I.D. Supervisor

Appendix A

INTELLIGENCE TRANSMITTAL FORM

DATE: _____

Name of Officer/Member: _____ or ID # _____

SUBJECT: _____

OCCURRING DATE: _____

OCCURRING TIME: _____

INFORMATION: _____

If information came from a confidential informant, can the confidential informant be contacted?

Circle one: Yes No

Reliability factor: Is the information and/or the confidential informant reliable?

Circle one: 1 2 3 4 5

Low High

Appendix B

CITY OF WEST PALM BEACH
POLICE DEPARTMENT

Intelligence Bulletin

***** OFFICER SAFETY*****OFFICER SAFETY*****

