

WEST PALM BEACH POLICE DEPARTMENT

IV-32 CRIMINAL BACKGROUND INVESTIGATIONS

EFFECTIVE: 11/07/2005

CALEA Standards: 43.1.1, 43.1.4, 43.1.5, 43.1.6

CFA Standards: 18.16, 18.17, 18.18, 18.19

I. PURPOSE

A. Surveillance can be defined as the overt or covert, continuous or periodic, watching of persons, vehicles, places or objects, to obtain information concerning the activity or identity of an individual or group. At times, surveillance is the only investigative technique available to identify principals and co-conspirators involved in vice, organized crime operations or other criminal activity.

II. PROCEDURE

A. When an individual with a suspected or established relationship to white collar crime, organized crime or vice activities is brought to the attention of the West Palm Beach Police Department, a background investigation will be conducted. All criminal background investigations must be approved by a supervisor. Investigations will start with a thorough check of CHIEFS, PIDAS, PALMS, DHSMV D/L, and FCIC/NCIC files to determine identity, existence of warrants, criminal history and other background information on the subjects. Other local sources for background information are phone books, cross reference, Parking Permit files, Alarm Permit files, Occupational Licenses applications, Beverage License applications and Building Permits. Some sources for other specific information needs are as follows:

1. Identification and Background:

- a. County Courthouse - Marriage, Divorce, Birth, and Death Records, fictitious names, property deeds.
- b. Office of Vital Statistics - Statewide Birth, Marriage, Divorce and Death Records.
- c. School Board/School Security/Schools/Colleges - Student and Parent information, registration, and applications.
- d. Employer Personnel Records - Current information and application information.
- e. Hospital Records - Births, Deaths, illnesses, wounds, scars.
- f. Medical Examiner - Identification of the deceased.
- g. Voter Registration - Name, D.O.B., address, state of birth, occupation, signature.
- h. Utilities - Phone, Electricity, Water, Trash, Sewer, Gas, Cable TV, etc., have subscriber information.
- i. U.S. Post Office - Name, address, forwarding address, mail holds, mail covers.
- j. U.S. State Department - Passport Information.
- k. Rental and Real Estate Agencies - Address, etc.
- l. Immigration and Naturalization Service - Naturalization records, Visas, registered aliens.
- m. Workers Compensation - Identification, work and injuries.
- n. Armed Services Information - On all current and former individuals in the armed services.
- o. Auto Trak.
- p. Photographs: D.H.S.M.V. - Photographs of subjects with Florida Drivers Licenses or I.D. Cards may be obtained from D.H.S.M.V.
- q. Arrest - Photographs obtained from the arresting agency.
- r. Division of Professions - License photos may be on file.
- s. School Yearbooks.
- t. Newspapers, Periodicals, Trade Journals.
- u. Employer Personnel Records.
- v. Edicon.

2. Intelligence:

- a. Florida Intelligence Center.
- b. PBSO Narcotics and Organized Crime Divisions.
- c. Drug Enforcement Administration.
- d. Federal Bureau of Investigation.

- e. El Paso Information Center (EPIC).
- f. U.S. Customs - (NADDIS, BLOCC, PAIRS, CTR).
- g. Bureau of Alcohol, Tobacco, and Firearms.
- h. Treasury Enforcement Communications System.
- i. Law Enforcement Intelligence Unit (LEIU).
- j. Regional Organized Crime Information Center.
- k. Florida Investigative Analysis Bureau.
- l. Metropolitan Intelligence Unit.
- m. Statewide Terrorist Intelligence Network Group (STING).
- n. Palm Beach County Multi-Agency Gang Task Force.
- o. Palm Beach Economic Crime Unit.

3. Business:

- a. Division of Corporations.
- b. County Occupational License.
- c. Division of Alcoholic Beverages and Tobacco.
- d. Department of Professional Regulation.
- e. State Division of Licensing.
- f. State Comptrollers Office.
- g. Better Business Bureau.
- h. County Office of Consumer Affairs.
- i. Florida Division of Consumer Services.
- j. Chamber of Commerce.
- k. Federal Trade Commission.
- l. Securities and Exchange Commission.
- m. Federal Communications Commission.
- n. Professional & Trade Assns. - American Medical Association, Florida Bar Association, etc.
- o. Dun and Bradstreet.
- p. Poor's Registers of Corporations, Directors & Executives.
- q. Dept. of Labor Union and Management Services.
- r. County Court House - Fictitious names, lawsuits, liens, judgments, bankruptcy, civil files.

4. Financial:

- a. Banks and Savings & Loans.
- b. Credit Unions.
- c. Credit Card Companies.
- d. Credit Reference Bureaus.
- e. Abstract and Title Companies.
- f. Insurance Companies.
- g. Florida Dept. of Banking and Finance.
- h. Florida Department of Revenue.
- i. County Tax Assessor.
- j. County Property Appraiser.
- k. U.S. Customs - Currency Transaction Reports (CRT's).
- l. County Court House - All real estate transactions, deeds, mortgages, wills/probate, divorce settlements and financial statements, lawsuits, liens, judgements, bankruptcy.
- m. Financial Crimes Enforcement Network (FinCEN).

5. Vehicles/Travel:

- a. D.H.S.M.V. - Vehicle registration and lien files.
- b. Dept. of Natural Resources - Boat Registrations.
- c. Federal Aviation Administration - Aircraft Registrations.
- d. El Paso Intelligence Center - Intelligence on boats and aircraft, searches P.A.I.R.S. (see Customs below).
- e. Car Rental/Lease Agencies.
- f. Taxi/Limousine Services - passenger manifests.

- g. Airline, Ship, Train, Bus Agencies - passenger manifests.
- h. Travel Agencies.
- i. State Department - Passport information.
- j. U.S. Customs - Private Aircraft Inspections Reporting System (P.A.I.R.S.), tail number, pilot, and all passengers, on all filed international flight plans.

6. Miscellaneous Information:

- a. TRW Computerized Social Search.
- b. Pharmacies - Prescription files.
- c. Shipping Services - Express mail, UPS, postal box services, in-direct forwarding services, etc.
- d. H.R.S. - Child Support Enforcement investigation records.
- e. Newspaper Libraries/Classified Ads.
- f. Library/Readers Guide to Periodicals.
- g. FCIC/NCIC Off-Line Searches.
- h. Internet.

B. Information will be utilized to further substantiate existing cases or as a basis for a new investigation. Information may be distributed to other units within the department if and when it is determined necessary and the individual has an established relationship with white collar crime, organized crime and/or vice activities.

C. If it is determined that the individual has no connection with any criminal activities and has no criminal history, the records will be purged from the system and destroyed. These procedures will be accomplished in accordance with Chapter 119, Florida Statutes.

II. REFERENCE:

- FSS 934 Security of Communications.
- FSS 901 Arrests.

Delsa R. Bush, Chief of Police

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