Rockville City Police Department
GENERAL ORDER

Subject **CRIMINAL INTELLIGENCE**		Procedure **G.O. # 4 - 7**
Authorizing Signature	**Effective** **02-26-10**	**Total Pages** **5**

I. POLICY

It is the policy of this Department to use intelligence gathering activities and methods to their greatest extent in accomplishing the goals and objectives of the Rockville City Police Department. Departmental intelligence gathering activities will be limited to that information concerning criminal conduct, which relates to activities that present a threat to the community, and homeland security activities.

II. PROCEDURES

A. Departmental personnel and equipment shall only be used with intelligence-gathering activities as defined. Meeting this requirement, the gathering of intelligence will be performed in full compliance with all local, state and federal laws. All intelligence gathered shall be distributed and analyzed for quality, seriousness and urgency.

B. Police intelligence is an activity principally concerned with collecting, processing, disseminating, and utilizing information relating to criminal conduct. It relates to activities that pose a threat to the community in such areas of concern as narcotics sale and distribution, organized crime and vice, terrorism, subversive activities, civil disorders and homeland security. All personnel are responsible for participating in and enhancing the department's intelligence gathering efforts.

III. DEFINITIONS

A. Raw data

Information from various sources that by itself may not imply criminal activity, but when combined with other information, may make an inference of criminal activity.

B. Strategic intelligence

A situation where the problem is known and an attempt is made to determine who is responsible.

C. Tactical intelligence

Answering requests for information from the patrol or Criminal Investigations Section on a specific subject and/or location.

IV. CRIMINAL INTELLIGENCE FUNCTION

A. The Special Operations Bureau is assigned responsibility for the criminal intelligence function.

B. The Criminal Investigations Unit (CIU) Supervisor will be the primary contact point for the collection, processing, distribution, and utilization of intelligence information.

C. The functions and activities of the CIU Supervisor will include but not be limited to the following:

1. Collecting raw data on a department wide basis

2. Serving as the principal channel for the receipt and dissemination of law enforcement intelligence within the department.

3. Providing timely analytical support to tactical operations including, but not limited to, analysis of the aims and methods of organizations, which are prone to public violence.

4. When requested by enforcement groups and authorized by the Chief of Police, making personal contact with citizens or organizations for use of their residences or businesses for surveillance on criminal target locations.

D. Annually, a review of the Criminal Intelligence processes and procedures will be conducted and forwarded to the Chief of Police.

V. INTELLIGENCE FILE SAFEGUARDS AND DISTRIBUTION

A. Intelligence information compiled by the Rockville City Police Department will be rated by the CIU Supervisor as to the sensitivity of the information received.

Information that may be entered into the file may include, but not be limited to:

1. Criminal history information

2. Photographs

3. Acquaintances of the target

4. Modus operandi (M.O.)

5. A synopsis of the target's criminal activity.

B. Any information that is provided by the CIU Supervisor must meet these guidelines:

1. Be needed in an active criminal investigation by the requesting person or agency.

2. Be reviewed to determine if a "need to know" basis has been established.

3. Be reviewed by the Special Operations Bureau Commander and approved by the Chief of Police prior to release.

C. Information requested by telephone will be provided only to the requesting party and only after their identity is confirmed. The CIU Supervisor then will complete the proper entry in the Dissemination Log showing the name of the requesting person and their agency.

VI. RECORDS AND FILING OF CRIMINAL INFORMATION

A. To ensure that informants are secure in their anonymity, all intelligence records shall be maintained by the CIU Supervisor. These records shall be stored and maintained separately from other departmental records and information. Individual officer's notes are not to be construed as part of official departmental records.

B. Access to the files will be restricted to the CIU Supervisor and others as designated by the Chief of Police and will be monitored by the CIU Supervisor.

C. Intelligence files will be maintained in a locked cabinet located in the CIU Supervisor's office.

D. Intelligence information collected will be limited to criminal conduct and homeland safety activities that present a threat to the community. These areas include, but are not limited to, the following:

1. Organized crime activity

2. Subversive activity

3. Terrorist activity

4. Vice activity

5. Community unrest

6. Narcotics

7. White collar crime

E. All collected information will be included in the intelligence file except the following:

1. Information suggesting a subject's political or religious preferences, associations, or opinions.

2. The nature of a subject's sexual preferences.

VII. INTELLIGENCE LIAISON

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

B. The CIU Supervisor shall be responsible for coordinating liaison with other agencies.

VIII. PURGING FILES

The CIU Supervisor shall cause outdated files and records to be purged only after there appears that no useful purpose is served to maintain the files.

A. The Intelligence Function files will be purged as follows:

1. Long-term files

Files that name a particular person by name, address, or D.O.B., or a particular organization where the identification can be specifically made; these files may be kept for five (5) years.

2. Temporary files

A file where a subject or organization can only be described but not specifically named. These are to be purged at the end of (1) year if during that time a positive I.D. cannot be made of the subject or organization. If a positive I.D. is made within a year, then the file is reclassified as a permanent file and is kept for a total of five (5) years.

3. Working files

This occurs when information is forwarded to the CIU Supervisor about a subject or organization but the CIU Supervisor has not yet verified the accuracy of the file. These are kept for ten (10) days. At the end of that period, they must be destroyed if the CIU Supervisor has not verified the information. If the information is verified, then the working file is to be reclassified as permanent or temporary.

B. When the Rockville City Police Department Records Unit receives a court order expunging a person's record, a copy will be forwarded to the Investigations Unit Supervisor for purging of files. Any reference to the person's name will be expunged from records and destruction records.

IX. TRAINING

A. All sworn personnel will receive training in the proper method of collection, processing and sharing of intelligence information.

B. Training may be provided during annual in-service training, roll calls and training bulletins.