

# **Cocoa Beach Police Department**

## **Standard Operating Procedure**



<b>Effective Date:</b> September 7, 2021	<b>Replaces:</b> <b>Amends:</b> October 7, 2020	<b>Number:</b> 120.00
<b>Subject:</b> Intelligence Function		<b>Re-evaluation Date:</b>
<b>Distribution:</b> ALL PERSONNEL	<b>Related Standards:</b> 19.01M, 19.02M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Definitions
4. Procedure
5. Appendix
6. Reference

### **1. PURPOSE**

The purpose of this standard operating procedure is to establish procedures for the collection, submission, security and dissemination of criminal intelligence information.

### **2. SCOPE**

This policy shall apply to all personnel of the Cocoa Beach Police Department.

### **3. DEFINITIONS**

- A. Active Intelligence Information- Criminal intelligence information shall be considered “active” as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities.
- B. CID- Criminal Investigations Division of the Cocoa Beach Police Department
- C. Criminal Intelligence- Information collected by this agency, any other law enforcement agency or civilians with respect to an identifiable person or group(s) of persons in an effort to anticipate, prevent or monitor possible criminal activity, or information that may constitute a threat to the community.
- D. Raw Data- Information from various sources that by itself may not infer criminal activity, but when combined with other information may make an inference of criminal activity.
- E. FortifyFL- a mobile suspicious activity reporting tool that allows students and the community to relay information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, to the department and school officials.

### **4. PROCEDURE**

#### **A. Responsibility**

1. The Deputy Chief or designee shall have the primary responsibility for coordinating and directing the intelligence function of the Cocoa Beach Police Department.
2. Cocoa Beach Police Department personnel shall be responsible for gathering intelligence information with emphasis placed on CID personnel. CID shall serve as the sole channel for the receipt and dissemination of law enforcement intelligence within the department.
3. The duties of the intelligence function of the Cocoa Beach Police Department are, but not limited to:
  - a. Maintaining intelligence files and records in conjunction with incidents and related department records
  - b. Conduct follow-up investigations, if necessary, of reported criminal activity from related citizen complaints or other information sources

- c. Promoting liaison with the other operational concerns within the department, as well as outside agencies, area residents and the business community to facilitate the exchange of information.
  - d. Dissemination of information to other divisions and/or sections within the department as needed or other law enforcement agencies
  - e. Maintain intelligence file security with restricted and controlled access.
- B. General Procedures
  - Information Submission
    - 1. Intelligence information may be submitted to the Staff and Administrative Services Lieutenant or their designee through the use of intelligence reports.
    - 2. The FortifyFL application is accessible via mobile devices or an online web portal, which allows users to submit anonymous tips regarding school safety. Each tip, related to a specific school or county, will immediately be sent to the appropriate entities. FortifyFL was designed to augment the delivery of tips.
    - 3. Information submitted to CID may include, but is not limited to, the following: (CFA 19.01MA)
      - a. Motorcycle and youth gangs and traveling criminals.
      - b. Terrorist and subversive activity
      - c. Hate mail, threats against public officials or visiting dignitaries.
      - d. Officer safety information
      - e. Illegal possession or manufacture of narcotics
      - f. Corruption of public officials
      - g. All criminal extremist groups.
      - h. Any other criminal activities, as determined by the Staff and Administrative Services Lieutenant
    - 4. Intelligence information believed to be highly sensitive should be delivered to the Staff and Administrative Services Lieutenant in person. Use of a land-line phone is also acceptable.
    - 5. All information supplied to CID will be subject to collation and analysis to determine its quality and accuracy, the identification of the subjects involved and criminal activity (CFA 19.01MB).
    - 6. This process will occur only in the secure environment of the CID offices. (CFA 19.02MA)
    - 7. Information will then be filed in a locking file system, which will be maintained in the office of a CID supervisor, separate from the department's central records office (CFA 19.02MC).
    - 8. All records maintained in criminal intelligence files shall be kept in accordance with applicable Florida State Statutes.
    - 9. Information involving officer safety will have the highest priority. CID will research and distribute information to all affected law enforcement components and outside agencies.
    - 10. The Staff and Administrative Services Lieutenant, or their designee, will review all reports to ensure the information collected is limited to criminal conduct, and relates to activities that present a threat to the community (CFA 19.01MA).
    - 11. All members of CID are responsible for ensuring the legality of the intelligence effort by avoiding indiscriminate collection or distribution of information. (CFA 19.02MB).
  - C. Intelligence Security (CFA 19.02MC)
    - 1. Access to agency intelligence files will be limited to the Chief of Police, Command Staff, Staff and Administrative Services Lieutenant and members of CID, unless approved by the Staff and Administrative Services Lieutenant or higher authority.
    - 2. Individuals outside CID must request and obtain prior approval from the Staff and Administrative Services Lieutenant to review any intelligence file or information. Upon approval, the file must be reviewed in the presence of the Staff and Administrative Services Lieutenant or a member of CID.
    - 3. Intelligence files will not be removed from CID offices without the approval of the Staff and Administrative Services Lieutenant, their designee, or higher authority.
  - D. Information Dissemination (CFA 19.02MB)
    - 1. Authorized representatives of law enforcement agencies may request information contained within CID intelligence files by written request. Under no circumstances will any information contained in intelligence files be disseminated without the expressed approval of the Staff and Administrative Services Lieutenant or higher authority.
    - 2. Depending upon the sensitivity of the information, approval by the Chief of Police may be required before releasing specific information.
    - 3. Individuals requesting information must either be personally known or have their identity verified before any information is provided.
    - 4. Photocopies of intelligence file material will be furnished only in situations determined to be extraordinary by the Staff and Administrative Services Lieutenant. CID personnel may furnish a

- summary of the information requested, if approved by the Staff and Administrative Services Lieutenant, or higher authority. A copy of the summary will be placed in the appropriate intelligence file.
5. Files containing uncorroborated or unfounded information are subject to being purged (CFA 19.01MD). Information contained in such files may not be released in written form.
  6. Intelligence information disseminated by the Cocoa Beach Police Department shall be clearly marked as such.
  7. The recipient of the information will treat the contents as confidential and will not release the information to anyone outside their respective unit or division without the permission of the Staff and Administrative Services Lieutenant or higher authority.
  8. Requests or demands for information contained in agency intelligence files from individuals not authorized to receive such information, or not having a legitimate need to know, will be documented and brought to the immediate attention of the Staff and Administrative Services Lieutenant and Command Staff.
- E. Utilization of Intelligence Members or Equipment (CFA 19.01MC)  
The procedure for members of this or other agencies requesting use of intelligence members or equipment will be as follows:
1. All requests by members of this agency for use of intelligence equipment or members will require the approval of the Staff and Administrative Services Lieutenant in advance.
  2. All requests by outside agency members for the use of intelligence equipment or members will require the approval of the Chief of Police, through the Staff and Administrative Services Lieutenant.
- F. Records Maintenance
1. All intelligence records will be secured in a locked filing system in the office of a CID supervisor. (CFA 19.02MC)
  2. Under no circumstances will intelligence reports be forwarded to the Records division (CFA 19.02MD).
  3. Intelligence files and reports will be purged or destroyed only in accordance with agency policy and Florida Statutes, and only with consent of the State of Florida Division of Archives. No report or file will be purged until careful consideration is given to the current value of the file (CFA 19.01MD)
5. **APPENDIX**  
[Cocoa Beach Police Intelligence Report](#)
6. **REFERENCE**  
Florida Department of State Library and Archives of Florida (2015). State of Florida General Records Schedule. GS2 Law Enforcement, Correctional Facilities, and District Medical Examiners. Retrieved April 17, 2017 from <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>



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