

COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

CRIMINAL INTELLIGENCE INFORMATION AND OPERATIONS

Approved By: Geoffrey Jones Chief of Police

CALEA 6th Edition Standard: 40.2.3

614 CRIMINAL INTELLIGENCE INFORMATION AND OPERATIONS

614.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Columbia Police Department with guidelines and procedures for receiving, collecting and sharing criminal intelligence information with appropriate entities to include:

- A. Purpose, responsibility, and training of personnel;
- B. Procedures for safeguarding, securing and storing information;
- C. Requirements and procedures for the distribution of information;
- D. Procedures for purging information; and
- E. Annual review of procedures and processes.

614.2 POLICY (40.2.3 a)

It is the policy of the Columbia Police Department to collect criminal intelligence information on organized criminal activities, vice activities, terrorism and civil disorder to protect the citizens of Columbia and the employees of this agency. These procedures will be followed to prevent the unauthorized disclosure of intelligence information and to preserve and promote the principles of due process.

614.3 DEFINITIONS

Criminal intelligence: Information gathered or collated, analyzed, recorded/reported and disseminated by law enforcement agencies concerning types of crime, identified criminals and known or suspected criminal groups. This information may pertain to traditional criminal activity, including but not limited to murder, rape, robbery, burglary, larceny, property damage, vice, drugs, organized crime, terrorism and homeland security. Criminal intelligence shall be limited to criminal conduct and activities that pose a threat to the community. Criminal intelligence does not include information relative to non-criminal related issues such as traffic violations, neighborhood disputes and code enforcement-type violations. Information regarding general crime trend patterns and *modus operandi* trends of unknown suspects are not to be considered criminal intelligence information.

614.4 PURPOSE, RESPONSIBILITY AND TRAINING OF PERSONNEL (40.2.3 a)

614.4.1 PURPOSE

- A. Criminal intelligence may be collected on the activities and associations of individuals and groups known or suspected to be involved in criminal acts or in the threatening, planning, organizing or financing of criminal acts. More specifically, this information must relate to the following:

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1. Individuals who:
 - a. Are currently involved in or suspected of being involved in the planning, organizing, financing or commission of criminal activities or who are suspected of having threatened, attempted, planned or performed criminal acts; or
 - b. Have an established association with known or suspected crime figures.
 2. Organizations and businesses which:
 - a. Are currently involved in or suspected of being involved in the planning, organizing, financing or commission of criminal activities or which have threatened, attempted, planned or performed criminal acts; or
 - b. Are operated, controlled, financed, infiltrate, or illegally used by crime figures.
- B. Criminal intelligence information collected will be limited to criminal conduct and activities that present a threat to the jurisdiction, such as:
1. Organized crime;
 2. Terrorist activity;
 3. White collar crime;
 4. Narcotic trafficking;
 5. Extortion;
 6. Vice activities; and
 7. Infiltration or creation of legitimate business for illegitimate purposes.
- C. Intelligence may be gathered from all legal sources. These sources may include, but are not limited to, informants, citizens, other law enforcement agencies, public records, etc.
- D. The following types of information will be excluded from intelligence files:
1. Information suggesting or concerning an individual's lawful political or sexual preferences, associations or opinions; and
 2. Any other information relating to the subject, the subject's family or associates, unless as a matter of investigative necessity and pertinent to establishing a relationship of association with known or suspected criminal activity.

614.4.2 RESPONSIBILITY AND TRAINING OF PERSONNEL (40.2.3 a-e)

All Department personnel, civilian and sworn, regardless of their position, could be exposed to criminal intelligence information and may have a role in the safeguarding and sharing of this information. Employees who do not regularly handle such information should have a basic understanding of what constitutes criminal intelligence information and how to transfer this information to appropriate personnel.

The criminal intelligence function is the responsibility of the Vice Narcotics and Organized Crime (VNOC) Unit Supervisor, depending on the nature of the information. Personnel assigned to criminal intelligence

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within this unit will be responsible for assuring that access, storage and dissemination of intelligence information respects the privacy and constitutional rights of individuals, groups and organizations.

Department personnel shall be trained and encouraged to document information obtained from a variety of sources. Training may range from shift meeting training, PowerDMS policy review, discussion and testing, to more advanced training.

614.5 PROCEDURES FOR REPORTING, SAFEGUARDING, SECURING, AND STORING INFORMATION

614.5.1 REPORTING

- A. Any information relating to criminal and/or suspicious activities should be recorded.
- B. Accepted methods for documenting criminal intelligence and suspicious incidents are:
 - 1. Incident report; and/or
 - 2. Intelligence reports via Web Apps or RMS access by limited personnel.
- C. Intelligence information will be forwarded via Web Apps to the VNOC Supervisor based upon the information received.
- D. The VNOC Supervisor will review all information contained in the report to ensure it pertains to criminal conduct and relates to activities that present a threat to the jurisdiction.

614.5.2 MAINTENANCE AND SECURITY OF INTELLIGENCE RECORDS (40.2.3 b)

- A. The VNOC Supervisor will be designated to maintain a master file of confidential intelligence information.
- B. Intelligence files will be securely maintained and kept separate from other agency records.

614.6 DISTRIBUTION OF INFORMATION (41.2.3 c)

- A. All aspects of criminal intelligence will be conducted with extreme care and discretion.
- B. Information from intelligence files will only be made available to an individual who has demonstrated a “need-to-know” and a “right to know” as determined by the employees supervisor and VNOC supervisor.
- C. Information determined to be of a useful nature to operational units or other agencies will be disseminated to them on a timely basis through appropriate information sharing venues.

614.7 PROCEDURES FOR PURGING OF INFORMATION (40.2.3 a and d)

Criminal intelligence information will be retained for a minimum of five years. The unit supervisor or designee will conduct an annual review of the criminal intelligence reports completed more than five years from the date of review and ensure any information found to be outdated, incorrect or no longer applicable will be purged. In accordance with City of Columbia record destruction procedures, the VNOC Supervisor will complete a Records Destruction Form and receive proper authorization prior to the actual destruction of records. After the review and destruction/purging of records is completed, the VNOC Supervisor will

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document the annual review and destruction/purging of records in an internal memo to the CALEA Accreditation Manager. The memo will include a copy of the signed City of Columbia Records Destruction Form.

614.8 ANNUAL REVIEW OF PROCEDURES AND PROCESSES

Annually the VNOC Supervisor will conduct a documented review of this policy and included procedures. An informational memo documenting the completion of the annual review will be forwarded to the CALEA Accreditation Manager for proof of compliance purposes.

Suggested changes to the policy or procedures will be forwarded to the CALEA Accreditation Manager in accordance with Policy 106.