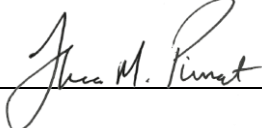


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 302	Section: CRIMINAL INVESTIGATIONS	Effective Date: SEPTEMBER 2022
Title: CRIMINAL INTELLIGENCE		
Accreditation Standards: ADM.14.01, OPR.02.06, OPR.03.02		
Review Date: JANUARY 2024	Total Pages: 2	Chief of Police: 

I. CRIMINAL INTELLIGENCE FUNCTION.

- A. The Criminal Investigations Section (CIS) Commander is responsible for overseeing the criminal intelligence function. The CIS Sergeants conducts day to day management of the criminal investigation function under the supervision of the CIS Commander. Essential activities include but are not limited to the following:
 - 1. Serving as the central point for the receipt of raw data from police reports, field interview files, informant files and other sources and
 - 2. Disseminating the information compiled to the appropriate Department components.

- B. Criminal information is also gathered by officers during daily contacts and follow-up investigations with citizens or organizations. It should be forwarded to the CIS Sergeant or designee prior to the completion of the shift during which it was obtained. The CIS Sergeant or designee will assess the credibility of the information, collate, and analyze it, and forward a completed intelligence report if applicable to the appropriate end user(s). Officers shall be mindful to not base their actions solely on uncorroborated tips nor should Officers keep intelligence to themselves.

- C. Investigations shall avoid indiscriminate collection and distribution of information pertaining to criminal intelligence. All investigations shall:
 - 1. Ensure the anonymity of all informants in accordance with General Order 301 Criminal Investigations;
 - 2. Ensure that information collected is limited to criminal conduct and activities that present a threat to the community. These include but are not limited to organized crime activity, terrorist activity, subversive activity, vice activity, narcotics activity, and white collar crime;
 - 3. Ensure that the use of personnel and equipment is restricted to the collection of raw data, strategic intelligence, or tactical intelligence. Raw data is information from various sources that alone may not support allegations of criminal activity, but when combined with other information may then support an inference of such activity. Investigation of a known problem may result in the collection of strategic intelligence. Tactical intelligence is the obtaining of information to support police operations that are focused on a specific person or location;
 - 4. Ensure that all collected information is included in the intelligence report and the information is of an appropriate quality pertaining to criminal intelligence.

- D. The Criminal Intelligence File shall be the responsibility of the CIS Sergeant or designee and be reviewed by the CIS Commander. This file will be kept separate from other agency records and will be secured in a locked file cabinet in the Criminal Investigations Section. The files are subject to inspection by the Field Operations Division Commander or designee. Files will be classified as active, inactive, or closed. Information stored electronically shall be maintained in an independent database with restricted access coordinated through the CIS Commander or designee.
 - 1. Active files pertain to persons, ventures, or information that are still being investigated. These will be kept secure in the Criminal Investigations Section. Once sufficient intelligence has been compiled to identify a criminal offense the information shall be documented in an intelligence report, an incident offense number shall be created through RMS, and the

intelligence report shall be included in the initial report. The incident will then be investigated in accordance with criminal investigation procedures.

2. Inactive files pertain to persons, ventures, or information that are no longer being investigated because all leads have been exhausted, but that may be reopened upon the discovery of new information. An inactive file may be stored in the Criminal Investigations Section for up to five years and then it shall be reviewed by the Special Investigations Unit supervisor. If no additional criminal activity has been identified the file shall be purged from the electronic and paper files. If additional criminal activity has been identified the file shall be reactivated (if sufficient information exists to warrant a criminal investigation) or remain inactive (if the information is credible but not actionable).
 3. Access to intelligence records shall be limited to the Chief of Police or designee, the Criminal Investigations Section Commander, and Sergeants.
- E. The collection, collation, and dissemination of information for the purpose of developing criminal intelligence and the manner in which these records are maintained and shared shall be in accordance with the National Criminal Intelligence Sharing Plan distributed by the Bureau of Justice Assistance.

II. SAFEGUARDS AND DISTRIBUTION OF CRIMINAL INTELLIGENCE

- A. The CIS Commander or designee shall store all criminal intelligence files in a locked file cabinet. The cabinet shall be locked unless the custodian of those records is present. Information stored electronically shall be maintained in an independent database with restricted access coordinated through the Criminal Investigations Commander or designee.
- B. The CIS Commander or designee, is responsible for the decision to disseminate information from these files. That decision shall be made after the following questions have been answered:
 1. Is the information needed in an active criminal investigation;
 2. Has it been determined that the information can be released on a “need-to-know” basis;
 3. Has the Criminal Investigations Section Commander or designee reviewed all material prior to release;
 4. Has the Criminal Investigations Section Commander or designee approved the release of all the information?
- C. The CIS Commander and the CIS Sergeants will maintain liaison with Federal, State, and local criminal justice agencies for the purpose of facilitating exchanges of information relative to the law enforcement effort. Contacts with individual members of other agencies are established at the regional meetings attended by investigators. See General Order 303 Vice Drugs and Organized Crime.