

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G.O. 328 CRIMINAL INTELLIGENCE

DATE: 07/17/2023	DISTRIBUTION: DEPARTMENTAL	REPLACES: 05/23/2022	NUMBER: G.O. 328
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I. Purpose

- A. It is the purpose of this policy to establish procedures regulating the collection, storage and distribution of criminal intelligence information relating to criminal and homeland security activities by members of the Little Rock Police Department. This policy shall apply to all members of the Little Rock Police Department.

II. Policy

- A. The Little Rock Police Department recognizes that intelligence gathering is an essential element in the duties of any law enforcement agency. When intelligence is gathered, the information is used to prevent crime, pursue and apprehend offenders, and obtain evidence necessary for conviction. It is the policy of the Little Rock Police Department to gather information directed toward specific individuals or organizations where there is reasonable suspicion (as defined in 28 C.F.R. part 23, section 23.320 c) that the individuals or organizations may be planning or engaging in criminal activity, and to gather the information with respect for the rights of those involved, and to disseminate it only to authorized individuals as defined. While criminal intelligence may be assigned to the Special Investigations Division, all members of the Little Rock Police Department are responsible for reporting information that may help identify criminal conspirators and perpetrators.
- B. All information determined to be criminal intelligence shall be maintained in the Little Rock Police Department's CrimeNtel Intelligence database.

III. Procedures

- A. The criminal intelligence function is a component of the Special Investigations Division, and shall be under the direct command of the Special Investigations Division Commander.
Criminal intelligence may also be gathered and disseminated by the Real-Time Crime Center. This intelligence will be stored in a database separate from what is collected by the Special Investigations Division.
- B. Members of the Little Rock Police Department and departmental equipment may be used as necessary for the collection of raw data, strategic intelligence, tactical intelligence and support for overt and covert law enforcement operations. Criminal intelligence shall in no way be used to collect information for any reasons not specifically related to crime or suspected criminal activity.
- C. To ensure the legality and integrity of its operations, information is only to be gathered relative to legitimate investigative objectives relating to the control and prevention of criminal conduct, and activities that present a threat to the community.
- D. The collection of intelligence information shall be strictly limited to information concerning individuals or groups known to, or suspected of, threatening, planning, organizing, financing or committing criminal activities that constitute a threat to the City of Little Rock. Examples of such criminal activity include but are not limited to:

1. Organized crime activity;
2. Illegal drug activity;
3. Vice related activity;
4. Terrorism;
5. Gang related activity;
6. Activities promoting civil unrest; and,
7. Any other activity that poses a potential threat to the community.

E. Evaluation of Information

1. Upon receipt of information in any form, the ~~Special Investigations Intelligence Unit~~ unit responsible for the database shall ensure that the following steps are taken:
 - a) Where possible, information shall be evaluated with respect to reliability of source and validity of content. While evaluations may not be precise, this assessment must be made to the degree possible in order to guide others in using the information. A record shall be kept of the source of all information where known.
 - b) Reports and other investigative material and information received by the Little Rock Police Department shall remain the property of the originating agency but may be retained by this agency. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given to another agency except with the consent of the originating agency.
 - c) Analytic material shall be compiled and provided to authorized personnel as soon as possible where meaningful trends, patterns, methods, characteristics, or intentions of criminal enterprises or figures emerge.

F. File Status

1. Intelligence file status will be classified as either "Open" or "Closed," in accordance with the following:
 - a) "Open" intelligence files are those that are actively being worked. In order to remain open, officers/detectives working such cases must file intelligence status reports covering case developments at least every 180 days.
 - b) "Closed" intelligence files are those in which investigations have been completed, where all logical leads have been exhausted, or where no legitimate law enforcement interest is served. All closed files must include a final case summary report prepared by, or with, the authorization of the lead investigator.

G. Classification of Intelligence

1. Intelligence files will be classified in order to protect sources, investigations, and individuals' rights to privacy, as well as to provide a structure that will enable the Little Rock Police Department control of access to intelligence information. These classifications shall be reevaluated whenever new information is added to an existing intelligence file.

- a) “Top Secret” intelligence files, also known as Level 1, include those that contain information that could adversely affect an ongoing investigation, create safety hazards for officers, informants, or others and/or compromise their identities. Top Secret intelligence files will be accessible by ~~Special Investigations Division Personnel~~ personnel responsible for the database holding the rank of Lieutenant and above. Top Secret intelligence may only be released by approval of the ~~Investigations~~ Bureau Chief or their designee.
- b) “Secret” intelligence, also known as Level 2, is less sensitive than Top Secret intelligence. Secret intelligence files will only be accessible by ~~Special Investigations Division personnel~~ personnel responsible for the database holding the rank of Sergeant and above. Secret intelligence may only be released by approval of the ~~Intelligence~~ Unit Lieutenant responsible for the database or their designee.
- c) “Confidential” intelligence, also known as Level 3, is less sensitive than Secret intelligence. Confidential intelligence files will only be accessible by all ~~Special Investigations Division detectives and supervisors~~ personnel assigned to the unit responsible for the database. Confidential intelligence may only be released by approval of the ~~Intelligence~~ Unit Sergeant responsible for the database or their designee.
- d) “Restricted” intelligence, also known as Level 4, is less sensitive than confidential intelligence. Restricted intelligence files will only be accessible by detectives and detective supervisors. Restricted intelligence may only be released by approval of the ~~Intelligence~~ Unit Sergeant responsible for the database or their designee.
- e) “Unclassified” intelligence, also known as Level 5, is less sensitive than restricted intelligence. It may be accessible by all sworn Little Rock Police Department personnel who have been granted access to the CrimeNtel database. Access is limited to users conducting authorized investigations that necessitate this information. All personnel must complete and provide certification of the Bureau of Justice Assistance’s Criminal Intelligence Systems Operating Policies (28 Code of Federal Regulations Part 23) Online Training Program prior to being allowed access to the CrimeNtel database. Unclassified intelligence may only be released by approval of the Intelligence Unit Sergeant or their designee.

G. Criminal Intelligence File Security

1. Access to the inquiry function of the CrimeNtel database shall be limited to those persons authorized by the Special Investigations Division Commander.

H. Review and Purge

1. The purpose of the review and purge or review and validate or purge, is to keep the criminal intelligence information being stored as current and valid. Inaccurate information or information determined to no longer comply with 28 CFR part 23 must be deleted from the CrimeNtel database.
2. Review and Validation process. 28 CFR part 23 allows a five (5) year retention of criminal intelligence. The ~~Special Investigations Division~~ unit responsible for the database will conduct a review and validation annually. During the review and validation, criminal intelligence records will be reviewed to determine whether the information can be updated and the submission re-substantiated.

3. New information can be added to a file that would re-substantiate the reasonable suspicion at any time and the file could be validated and the retention period extended.
4. If the record cannot be validated, it must be purged.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strikethrough.