

SEMINOLE COUNTY SHERIFF'S OFFICE GENERAL ORDER	NUMBER: G-55
	RESCINDS:
SUBJECT: Offender Management and Intelligence Section and Analysis and Intelligence Center	
EFFECTIVE: April 12, 1995	
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Table of Contents:

- I. Purpose
- II. Scope
- III. Definitions
- IV. Responsibilities of All Employees
- V. Dissemination of Intelligence Information
- VI. Facial Recognition Programs
- VII. Homeland Security
- VIII. Fugitive Apprehension Sexual Offender Team
- IX. Gang and Habitual Offender Suppression Task Force
- X. Analysis & Intelligence Center
- XI. Public Safety Camera Network
- XII. Annual Review of Procedures and Processes

I. PURPOSE:

This directive describes the functions of the Offender Management and Intelligence Section and Analysis & Intelligence Center and their roles in supporting Sheriff's Office operations and homeland security, which include the following responsibilities:

- A. Behavioral Threat Assessment Management (BTAMM),
- B. Career Criminal Investigations
- C. Crime Statistics
- D. Corrections Intelligence
- E. Intelligence
- F. Crime Investigative Support
- G. Critical Infrastructure Security
- H. Dignitary Protection/Protective Intelligence
- I. EMPACT Non-Domestic Violence
- J. Fugitive Apprehension
- K. Gang Related Crimes
- L. Inmate Communication Monitoring
- M. In-Progress Crimes
- N. Offender Management
- O. Prolific Offenders
- P. Public Safety Camera Network
- Q. Real Time Crime Center
- R. Sexual Offender Investigations
- S. Technical Surveillance
- T. Warrants Administration and Intelligence

U. Behavioral Services

II. SCOPE:

The Offender Management and Intelligence Section and Analysis & Intelligence Center are responsible for the Sheriff's Office functions of collecting, analyzing, and disseminating data concerning criminal activity, suspicious incidents, and intelligence relating to homeland security. They are also responsible for the management and apprehension of offenders, as well as the management and support of individuals experiencing mental health issues or substance related co-occurring matters. The section gathers criminal intelligence information for the purpose of tracking and identifying emerging crime patterns, and to provide personnel with a central agency intelligence repository.

III. DEFINITIONS:

A. *Criminal Intelligence Information:*

Intelligence information relates to an identifiable person or group of persons that is collected by the Sheriff's Office to anticipate, prevent, or monitor possible/potential criminal activity. Examples of criminal activity may include information relating (but not limited) to:

1. Criminal Gangs
2. Domestic or International Terrorist Groups
3. Organized criminal activities
4. Outlaw motorcycle gangs
5. Potential terrorism-related activities
6. Repeat offenders
7. Robbery and burglary rings
8. Sexual offenders
9. Violent criminals

B. *Intelligence Records Custodian:*

The Special Services Division Captain (or designee) is responsible for overseeing the security, maintenance, and purging (destruction) of all written and electronic intelligence reports, records, and files, in accordance with state law and guided by the Federal Code of Regulations related to criminal intelligence information under 28 CFR, Part 23. A Detective and a Crime Analyst will be tasked with the annual purging process.

C. *Automated Face Recognition:*

The automated search of a facial image in a biometric database, which typically results in a group of facial images ranked by computer-evaluated similarity.

D. *Public Safety Cameras Network (PSCN):*

Is a system that combines various camera systems and information sources and places it on one platform so the end-user can rapidly identify crimes, safety issues, or any other form of information that can make the community and first responders safer.

E. *Real Time Crime Center (RTCC):*

A Crime Analyst Unit that responds rapidly to in-progress events and utilizes various forms of information and intelligence in order to provide real time assistance to first responders. The RTCC functions to improve public safety and situational awareness, while enhancing our ability to respond effectively.

F. *Behavioral Threat Assessment Management (BTAM):*

A systematic, fact-based method of investigation and examination that blends the collection and analysis of multiple sources of information with published research and practitioner experience. Focuses on an individual's patterns of thinking and behavior to determine whether, and to what

extent, an individual is moving toward an attack. A beginning process that guides a course of action to mitigate a threat of potential violence.

IV. RESPONSIBILITIES OF ALL EMPLOYEES:

- A. *Prohibition:*
The collection of criminal intelligence about individuals, groups, or enterprises is limited to criminal conduct and will relate to activities that presents a threat to the community.
1. Information may be collected and maintained only under the following circumstances:
 - a. If reasonable suspicion exists connecting persons with known or suspected criminal activity; and
 - b. The information is relevant to that criminal activity.
 2. Information will not be collected or maintained by the Sheriff's Office based solely on a person's:
 - a. Support of unpopular causes,
 - b. Race, ethnicity,
 - c. Religious and/or political affiliations.
- B. Employees will not knowingly engage in any illegal activity in the collection of intelligence data, nor shall they direct any other person to engage in the collection of intelligence data through illegal means.
- C. Dissemination of criminal intelligence information is the responsibility of the Offender Management and Intelligence Section and Analysis and Intelligence Center.
- D. Supervisors will routinely inspect collected intelligence information to ensure that it meets the requirements of this chapter.

V. DISSEMINATION OF INTELLIGENCE INFORMATION:

- A. Strict control over this process ensures compliance with confidentiality to protect a person's privacy rights, sources of information, and any potential ongoing criminal investigation.
- B. The release of any intelligence information will follow Section 119.071, Florida Statutes, or other safeguards or requirements of law.
- C. Intelligence information will only be released after a complete review is conducted, and it is determined that the release will not jeopardize any ongoing or potential criminal investigation. The release of any information will be in accordance with applicable Florida Statutes.
- D. The Offender Management and Intelligence Section and Analysis and Intelligence Center distributes law enforcement sensitive (LES) information to law enforcement personnel and law enforcement organizations with a need and right to know
1. Crime and intelligence information will be disseminated from a group email with appropriate disclaimers.
 2. Information not originally sourced or created by the Seminole County Sheriff's Office will only be disseminated with the originating agency's expressed consent or permission.

- E. Non-LES portions of the information may be shared with the public to generate community support and inform citizens of criminal activity in their communities.
- F. If requested, the Analysis & Intelligence Center can conduct certain extensive analyses for the public at a cost (fee) determined by the Sheriff's Office. These analyses are performed by the section as a secondary duty to regular Sheriff's Office business.
- G. The Analysis and Intelligence Center ensures the Sheriff and his command staff are briefed when necessary on crime intelligence or other information in a timely manner. Briefings may be verbal, delivered at a scheduled meeting (if not urgent), or in written form.
- H. The Analysis & Intelligence Center produces a weekly and monthly crime report which is disseminated throughout the Sheriff's Office (it may also be distributed to other law enforcement agencies that request it).
- I. The Division Captain (or designee) will attend crime analysis or intelligence meetings and will participate in related task forces as approved by the Sheriff. As necessary, and as approved by the Special Services Captain, participation in these task forces will include the collection, processing and sharing of information and intelligence as it relates to criminal investigations and homeland security.
- J. Reporting, collecting and/or documenting information will be accomplished using the Café Program and other supporting systems. Intelligence information will be maintained in other systems as required in 28 CFR, Part 23.
- K. Procedures for Using Intelligence Personnel or Techniques:
 - 1. The Analysis and Intelligence Center can provide information to help operational personnel address tactical, crime control, and prevention objectives by identifying and analyzing a criminal's methods of operation, providing crime and furnishing analyses of data from field interrogations and arrests.
 - 2. The Offender Management and Intelligence Section and Analysis and Intelligence Center may also assist the agency in long-term planning efforts by enhancing the technology of the Sheriff's Office improving methods of information sharing, and through identifying Prolific Offenders in the community.
 - 3. Crime analysis or intelligence assistance provided by the Analysis & Intelligence Center may be requested by operations personnel by completing a *Crime Analysis Request Form* on the Sheriff's Office intranet or contacting a Crime Analysis Supervisor(s) for exigent requests.

VI. Facial Recognition Programs:

- 1. The Seminole County Sheriff's Office may utilize facial recognition for law enforcement investigations requiring identification or verification of subjects where a digital image is available. Facial recognition searches and comparisons may be performed through a web-based browser and is to be used to assist in law enforcement investigations. Information found through a facial recognition search is to be considered a "lead" for further investigation.
 - a. Sheriff's Office users may access approved facial recognition programs from SCSONET or approved websites.

- b. All users are required to complete the online training modules prior to gaining access to programs utilized by the Sheriff's Office, and the end user must demonstrate competency with the facial recognition process.
- c. All users must adhere to the requirements set forth in the training provided to the user and outlined by the vendor. Users must also comply with the CJIS Security Policy to include the security of the data and information as well as the exchange of any such data or information.
- d. Users shall include a reason for search. This reason shall be the associated case number for the subject of the facial recognition search.
- e. Facial Recognition is an investigative tool and any law enforcement action taken based on a submission shall be based on the requesters own identity determination and not solely the results of a search. Any information found through facial recognition search is for "lead" purposes only. Once a "lead" is developed, it is the responsibility of the requester conducting the investigation to confirm the identity of the subject in the image and take law enforcement action only upon their own independent identification.
- f. All facial recognition platforms are subject to audit for statistical reporting and to confirm the use follows agency policy. All user activity is logged.
- g. If a user receives a potential match and requires facial verification of the match, the user shall contact their supervisor and / or another experienced user for assistance. If no match is found, the user shall utilize other investigative methods to determine identity.

2. General Guidelines:

- a. Facial Recognition will only be used for official law enforcement investigations.
- b. Crime Analysts and Detectives of the Seminole County Sheriff's Office may utilize their assigned cellular phone or digital camera to capture face imagery of a subjects of interest.
- c. Submission of facial images to facial recognition programs for comparison (probes) may be in JPG, BMP, and PNG file formats. Images can be obtained through one of the following means:
 - i. The subject is in a public area;
 - ii. The subject is lawfully detained;
 - iii. Consent
 - iv. A photo on an open-source website or application; or
 - v. A photo provided by a victim or witness of a crime.
- d. Individuals will not be physically detained and physical force will not be used for the purpose of taking a photograph for facial recognition. Deputies should ask for consent; this does not preclude a deputy taking the photograph of a person in a public place provided the deputy has not hindered the movement of the person.

- e. All photographs, and search activity submitted to facial recognition programs are logged and subject to audit.
 - f. All Facial recognition investigations will be documented in the corresponding CAFÉ report as an investigative note by the assigned case personnel.
3. Use of Facial Recognition:
- a. Crime Analysts and Detectives of the Seminole County Sheriff's Office may utilize facial recognition solely for law enforcement purposes and these programs are not to be used for public use or dissemination.
 - b. All Crime Analysts and Detectives are required to use their individual log in credentials when utilizing a facial recognition program.
 - c. All image submissions and comparisons must meet one of the following criteria:
 - i. Reasonable suspicion that the subject being searched is in fact a suspect, person of interest, witness, or victim of a crime;
 - ii. To intervene in life-threatening emergencies.
 - iii. To locate a missing person (there must be an associated Agency Case Number);
 - iv. To determine the identity of individuals who are unable to communicate their identity;
 - v. To prevent or investigate the crime of terrorism as defined by 18 U.S. §2332b or Florida Statutes Section 775.30.
 - d. Any information found through facial recognition search is for investigative lead purposes only, and this information may not be shared to an unauthorized entity, agency, or person.
 - e. Information that is obtained through a search will be maintained in accordance with the Sheriff's Office open investigation policy and intelligence management policy.
 - f. Searches cannot be conducted to track or identify individuals engaging in political, religious, or other protected forms of free speech or expression.
4. Maintaining and updating status of submitted photographs to facial recognition programs
- a. The Records Section is responsible for ensuring that records which have been ordered sealed or expunged have been removed from facial recognition programs.
5. Auditing
- a. The Analyst Supervisor will be appointed to maintain user access and authorizations in accordance with the agreement between Seminole County Sheriff's Office and any authorized Facial Recognition Program vendors.
 - b. The Analyst Supervisor or designee will perform audits that consist of reviews for user access and proper use. The audit logs will be stored on site for a minimum of 1 year.

- c. The Analyst Supervisor or designee will notify the Facial Recognition Vendors if required by the Agreement within 10 business days if audit findings include, but are not limited to:
 - i. Unauthorized access
 - ii. Searches that do not comply with the constraints of the law and the agreement between the Seminole County Sheriff's Office and Facial Recognition Vendors.
 - iii. Other items that are deemed as unusual activity
 - iv. Any notification of non-compliance should include the username, date, time, and case number.
- 6. Violations of Agreement
 - a. Any violation of these guidelines will result in immediate revocation of the offending user's access to Facial Recognition programs. Additionally, all violations of these guidelines shall be reported to the Captain of the Special Services Division as soon as the violation is discovered.

VII. HOMELAND SECURITY:

- A. The Intelligence and Targeted Violence Unit is the Sheriff's liaison to law enforcement agencies, task forces, and other organizations for the exchange of intelligence information regarding foreign and domestic terrorism and general criminal intelligence. Association with these entities facilitates information sharing and assists in the multi-jurisdictional preemption of terrorist acts or events.
- B. Intelligence and Targeted Violence Unit-Counter-Terrorism:
 - 1. Collects and compiles terrorism-related intelligence information from various sources within the Sheriff's Office, such as confidential sources and the community.
 - 2. Reports and relays terrorism intelligence to task forces in which it participates, to include the Joint Terrorism Task Force (JTTF) and Safe Streets, (overseen by the Federal Bureau of Investigation)
 - 3. Monitors extremists and extremist groups that reside in or conduct activities within Seminole County. The Intelligence and Targeted Violence Unit will work with surrounding agencies to share information about extremist activities.
 - 4. Plan and coordinate all dignitary protection missions within Seminole County except presidential-level visits, which are planned and coordinated with the High Risk Incident Commander.
 - 5. Investigate all protective intelligence concerns related to any publicly funded office or critical infrastructure.
 - 6. Monitor critical infrastructure security throughout the county and provide feedback to the county and cities in regard to "target hardening." The Intelligence and Targeted Violence Unit will investigate any threats directed towards critical infrastructure.
 - 7. Investigate and monitor threats related to houses of worship, as well as provide active threat

awareness training upon request.

8. Provide threat assessments for public events when required for planning law enforcement coverage or justification for permitting by the county.
9. Provide Behavior Threat Assessment Management (BTAM) support throughout Seminole County. Detectives assigned to the Intelligence and Targeted Violence Unit should be BTAM certified and current members of the Association of Threat Assessment Professionals (ATAP).
 - a. Provide threat assessment support to the Department of School Safety.
 - b. Provide support to the Florida Department of Law Enforcement (FDLS) BTAM team upon request.
 - c. Coordinate with the FBI Orlando resident agency Behavior Analysis Unit representative as needed for case support.
 - d. Utilize BTAM in the protective intelligence process as necessary
 - e. Have identified person of concern for targeted violence entered into FCIC's Violent Person File as needed.
10. As necessary, the Intelligence and Targeted Violence Unit complies and distributes confidential homeland security reports. These reports may be distributed by protected email, regular mail or if they contain information of an exigent or sensitive nature, personally delivered (hand-carried).
11. Information will be vetted to ensure facts are objectively and accurately reported. Supporting data should be included, if necessary, to the report, and if it does not threaten an on-going or potential investigation.
12. The Sheriff's Office public website will be used to provide terrorism awareness information to the public and the media. As necessary, the Intelligence and Targeted Violence Unit will advise the Public Information Officer to issue a public awareness release to the media and the community.
13. The Special Services Division Captain will keep the Sheriff and Executive Staff informed of all pertinent information relating to the current or potential terrorist activity in the Central Florida area.
14. Employees having information that might affect Sheriff's Office homeland security initiatives should report it to the Intelligence and Targeted Violence Unit as soon as possible.
15. Provide Technical Surveillance Support throughout Seminole County and surrounding counties as needed. At least two detectives within the Intelligence and Targeted Violence Unit are designated as Technical Surveillance Subject Matter Experts.
 - a. At least one detective assigned to the Technical Surveillance Support within the Intelligence and Targeted Violence Unit will be cross sworn with FDLE's Electronic Support Team (ESST).
 - b. Support can include but not limited to: PRRT's, vehicle trackers, package trackers, covert camera surveillance, and overt camera surveillance.

GENERAL ORDER

Offender Management and Intelligence Section and Analysis & Intelligence Center
GO #55

PAGE 8 OF 25

- c. Technical Surveillance designated detectives will provide current advice regarding surveillance activities to the chain of command.

VIII. FUGITIVE APPREHENSION SEXUAL OFFENDER TEAM

- A. The Fugitive Apprehension Sexual Offender Team serves as the primary unit for serving arrest warrants for the Sheriff's Office. The prioritization of warrants may be:
 1. Warrants that present a high threat to the public or law enforcement
 2. Warrants for capital or life felonies and grand jury indictments
 3. Felony and juvenile warrants
 4. Misdemeanor and traffic violations
- B. Once assigned a warrant, the Detective should attempt to de-conflict with other fugitive units, both local and federal, to avoid duplication of efforts.
- C. The Fugitive Apprehension Sexual Offender Team is the lead unit for in-county and out-of-county arrest warrant service requests.
- D. The Fugitive Apprehension Sexual Offender Team manages Crimeline and inter-agency tips related to subjects having active warrants.
- E. United States Marshals Service Fugitive Task Force-At least one Fugitive Apprehension Sexual Offender Team Detective will be assigned full-time with the task force.
 1. All requests for the Marshals Service to adopt a warrant will go through the Detective assigned full-time to the task force.
 2. The task force Detective will coordinate and work with other fugitive units both locally and nationally to effectively apprehend wanted subjects known to be in Seminole County.
- F. Sexual Offender/Predator Investigations-At least two Detectives with The Fugitive Apprehension Sexual Offender Team are assigned Sexual Offender/Predator cases.
 1. The Detectives will monitor and investigate Florida State Statute and Seminole County Ordinance violations pertaining to registration, compliance, and travel.
 2. Detectives will verify Sexual Offender/Predators addresses through approved mapping programs.
 3. Detectives will approve new residence addresses for offenders/predators moving into or traveling into Seminole County.
 4. Detectives will maintain an active FDLE Sexual Offenders and Predators Search (SOPS) account.
 5. Detectives will review address verifications and receive out-of-state Sex Offender/Predator notifications and ensure those offenders/predators receive the Florida and Seminole County requirements for residence.
 6. Detectives are members of the Marshals Service Sex Offender task force and are cross sworn with the Marshals Service for the purposes of this task force.

7. Detectives will review, investigate, and assist with federal sexual offender/predator cases.
 8. Detectives will request the Marshals Service to adopt sexual offender/predator arrest warrants.
 9. Detectives are responsible for investigating Crimeline and Florida Department of Law Enforcement tips regarding criminal violations involving sexual offenders/predators.
 10. Detectives will generate and disseminate the quarterly sexual offender/predator checks to the Seminole Neighborhood Policing regions.
- G. Detectives conducting Career Criminal Investigations will:
1. Verify addresses of the career criminals
 2. Investigate criminal violations
 3. Input data for the Career Offender Application for Statewide Tracking (COAST) system and EMPACT (Electronic Monitoring Protection and Crime Tracking Non-Domestic Violence)
- H. The Fugitive Apprehension Sexual Offender Team will assist County Probation with:
1. Investigating new law violations involving dead batteries and strap tampers.
 2. Assist probation with GPS monitor change-outs when they are conducted in the field or upon request.
 3. Make all attempts to locate any GPS monitor that has been cut off the offender.
 4. Assist county probation with periodic operations involving checking on the offender at their residence.
 5. The on-call Detective will check offenders currently being monitored (EM and DE cases in Café) for active arrest warrants.
- I. The Fugitive Apprehension Sexual Offender Team will aid State Probation in the following way:
- J. Investigate new law violations involving strap tampers.

IX. GANG AND HABITUAL OFFENDER SUPPRESSION TASK FORCE

- A. Detective Responsibilities:
1. Detectives will primarily focus on criminal gang and repeat offender matters that affect Seminole County. They will also assist other law enforcement entities in addressing criminal gangs and repeat criminal offenders in the furtherance of the Sheriff's Office mission.
 2. Detectives will investigate and document cases involving known gang offenders.
 3. Detectives will work with surrounding agencies to share information about criminal street gangs and motorcycle gangs.
 4. Detectives will follow *G-54 Criminal Gangs* regarding investigation, documentation, and dissemination of gang-related activity.

5. Detectives will conduct surveillance in the furtherance of criminal investigations.
6. If available, Detectives will respond to in-progress crimes throughout the county to apprehend suspects in the act of committing crimes.
7. Detectives will utilize community information, crime analysis, and intelligence to address crime trends.
8. Detectives will conduct joint operations based on crime trends and actionable intelligence.
9. Detectives will collaborate with Detectives from the Sheriff's Office and Police Departments to address impacting crime and Prolific Offenders.

B. Prolific Offender Program

1. The Gang and Habitual Offender Suppression Task Force Detectives are responsible for investigating and monitoring Prolific Offenders in Seminole County. The Analysis and Intelligence Center will score and designate prolific offenders.
2. The purpose of the Prolific Offender Program is to impact the negative effect of recidivism within Seminole County. The Prolific Offender designation will serve as an alert and information-gathering tool for law enforcement and other Sheriff's Office personnel, indicating that the person they are in contact with is currently causing an ongoing, negative impact on our community.
3. A Prolific Offender is a subject who, through an assessment of the offender's criminal history and other activities, has received a score of 45 points or higher and has been determined to be creating an ongoing, negative impact on Seminole County.
4. Prolific Offenders will be designated as such upon arrest or if they are the subject of an open investigation.
 - a. Offenders will be evaluated based on the established criteria and receive a score (See attachment).
 - b. If the offender score identifies the person as a Prolific Offender (45 points or more), a Person of Interest (PI) report will be completed in CAFÉ utilizing UCR Code 9025.
 - c. Any contact with a designated Prolific Offender by any Sheriff's Office personnel will be documented in the applicable PI report. If a subject with the Prolific Offender designation is arrested, the arresting deputy will note his/her status in the probable cause narrative and request EMPACT monitoring upon release. The deputy will notify Corrections Intake personnel of the designation so the affidavit can be properly stamped. All case packages should also be stamped "Prolific Offender" to notify the State Attorney's Office of the designation. A separate CAD information screen denotes Prolific Offender Status in CAFÉ to alert deputies. The Dispatch code to signify a Prolific Offender is "S-300 Person of Interest."
5. Prolific Offender Investigations:
 - a. Gang and Habitual Offender Suppression Task Force detectives will be assigned all in-county resident PI cases for Prolific Offenders with a score of 55 or higher. Prolific Offenders with a score of less than 55 will not actively be monitored by

detectives of the Gang and Habitual Offender Suppression Task Force unless they are brought to the attention of detectives due to the level of their current criminal activity. The documentation of Prolific Offenders with a score of below 55 is to provide information to law enforcement and allow them to relay contact information to detectives. The Prolific Offenders that score under 55 will be assigned to the sergeant and reassigned as needed based on the offender's activity level.

- b. The detectives will conduct proactive investigations on Prolific Offenders. Additionally, any subject causing an ongoing negative impact or reoccurring subject of investigation regardless of their offender score.
- c. Should a designated Prolific Offender become the subject of an active investigation for any other division, contact will be made with the assigned detective for both de-confliction and the ability to share investigative resources.

6. Prolific Offender Case Management:

- a. Cases will be inactivated if:
 - 1. In county residents: The offender has had no criminal or suspicious activity within 3 years of the last end of a sentence.
 - 2. Out-of-county residents: The offender has not engaged in any criminal or suspicious activity within 3 years of the last end of a sentence.
 - 3. After a review of the offender's criminal history, if the most recent arrest was due to a non-violent offense or civil infraction and there have been no other criminal cases in the preceding 5 years.
 - 4. The offender has moved out of state or is deceased.
 - 5. The assigned detective has reason to believe the offender should no longer be considered an active Prolific Offender.
- b. If an offender is sentenced to the Department of Corrections, the PI case will be Cleared by Arrest until the offender's release. Upon release, the case will be reactivated and designated "Open" until the criteria for inactivation have been met.

C. Youth Intervention

- 1. Gang and Habitual Offender Suppression Task Force detectives collectively manage Missing Juvenile Investigations, Juvenile EMPACT, Juvenile Orders to Take into Custody investigations, Violations of Probation/Supervised Release for Juveniles, and Chronic Juvenile Offender Management.
- 2. Missing Juvenile Investigations address the immediate concern to locate the juvenile and reunite him/her with their guardian. Once reunification has occurred, Detectives attempt to determine the root cause for the incident. Detectives will offer resources and services to the family to discourage future incidents.
- 3. EMPACT (GPS): Juvenile EMPACT cases involve juveniles who are court ordered to be on GPS Home Detention/ Supervised Release. Per the stipulation of the court order, if a juvenile violates the terms and conditions while on Home Detention/Supervised Release/GPS, the juvenile will be placed into the Juvenile Detention Center (JDC)

pending a detention hearing within 24 hours. Detectives are responsible for monitoring the locations of the juveniles, providing permissions to leave specified zones and activities extending beyond curfew regulations.

4. Juvenile Order to Take into Custody (OTIC) and Violation of Probation (VOP/Supervised Release) cases are also managed by detectives. Detectives are responsible for locating these individuals who are subsequently taken into custody and transported the Juvenile Assessment Center (JAC). Based on the score of the Detention Risk Screening Instrument (DRAI) the youth are either held in secure detention or released on supervised release (which may include EMPACT/GPS monitoring) pending a detention hearing within 24 hours.
5. Chronic Juvenile Offender Management (CJOM). Detectives, working with other facets of juvenile justice to include the Department of Juvenile Justice and the State Attorney's Office, semi-annually screen youth through a pre-established scoring process to determine if youth should be classified in this category. Once added to the CJOM list, detectives monitor the youth's activities and sanctions.

D. Behavior Services

1. The Behavioral Services Unit is responsible for tracking, monitoring, and developing appropriate mitigation strategies for individuals who experience repeat crisis-related calls, often involving underlying mental health or co-occurring disorders.
2. The Behavioral Services Unit develops and implements educational opportunities to enhance crisis mitigation strategies for law enforcement and community members alike to improve risk reduction efforts, increase access to services, and build confidence within the community.
3. The Behavioral Services Unit works to expand partnerships with government, mental health and substance addiction providers through participating with:
 - a. Task forces
 - b. Oversight boards
 - c. Community engagement projects
4. Behavioral Services Unit detectives engage in identification and intervention through:
 - a. Review of law enforcement mental health related reporting (e.g. Baker Act)
 - b. Assessments and reviews of incidents involving individuals with recurring law enforcement encounters involving underlying indicators of concerns related to mental health, substance
 - c. Identifying diagnoses, conditions, underlying needs, active treatments and potential support systems for affected persons

d. Working with approved service providers to conduct any field contacts, in-field evaluations, and related assessments

e. Developing and implementing individualized intervention strategies tailored to individuals experiencing repeat law enforcement encounters and crisis-related incidents

f. Tracking ongoing contacts and interactions, enhancing information sharing, case staffing, and risk mitigation efforts through collaboration with inter-agency partners and external organizations to ensure the timely dissemination of critical information

g. Updating agency reports and creating documentation to track actions taken, relevant information, and recommendations to assist patrol units in future contacts and promote safer interactions

5. Training and Education

a. The Behavioral Services Unit is tasked with oversight and continuing development of the Sheriff's Office Crisis Intervention program and related training. Detectives are responsible for providing needed training to newly hired and current employees, as well as external law enforcement partners as the needs are identified.

b. Behavioral Services Unit detectives continually identify internal organizational education needs related to the proper uses of systems and services designed to assist community members experiencing mental health and/or substance additions issues.

6. Risk Protection Orders

a. The Behavioral Services Unit provides oversight and investigative support related to Risk Protection Orders within Seminole County through:

i. Supporting the Office of Chief Counsel to ensure compliance with General Order 81 (Risk Protection Orders)

ii. Ensuring timely review of cases for accuracy and quality control

iii. Assisting law enforcement officers within Seminole County by offering guidance related to appropriate procedures and access to applicable documents

iv. Providing court testimony when needed

v. Tracking and monitoring respondents for ongoing concerns, compliance, and documentation of any subsequent incidents

vi. Reviewing all expiring orders to ensure timely determination, subsequent investigations, and filing decisions for renewals

X. ANALYSIS & INTELLIGENCE CENTER:

- A. The Analysis & Intelligence Center is staffed by Crime Analyst Units comprised of 3 main responsibilities: Crime Trends & Patterns, Offenders and Intelligence and Corrections Intelligence.
- B. The Analysis & Intelligence Center processes and examines data to identify and interpret criminal activity to enable the development of strategies that enhances law enforcement service activities, links suspects to crimes, and supports command staff functions. The Analysis and Intelligence Center is in a secure environment of office spaces, storage rooms and work areas that may only be accessed by authorized personnel and any non-Sheriff's Office personnel or visitors will be under escort.

C. Data Collection

- 1. Crime Analysts will use the following resources to collect information to include, but not limited to:
 - a. Agency reports
 - b. CAD data
 - c. External Law Enforcement databases
 - d. External Law Enforcement intelligence reports or bulletins
 - e. Intelligence databases
 - f. Internal Law Enforcement databases
 - g. Open internet sources
 - h. Social media
 - i. Sources of technology (license plate readers, video surveillance, etc)
- 2. The Analysis & Intelligence Center uses specialized computer software to provide for the secure collection and analysis of crime data and information.
- 3. The Analysis & Intelligence Center completes specialized training on all computer software and databases used when collecting data. Training includes policies and guidelines on searching, using, and disseminating information.

D. Crime Reports

- 1. Crime reports may include information such as current crime trends, prolific offenders, hot spot areas, and statistics as it relates to ongoing annual goals and projects addressing crime and crime prevention. Some examples of crime reports include the monthly CompStat Report and the Weekly Snapshot Report.
- 2. Comp Stat Reports provide reported crime and other specified data to agency departments and command personnel. The report encompasses statistics that can aid in planning or forecasting long-range agency needs.
- 3. The Analysis & Intelligence Center will complete statistical requests as requested by

Sheriff's Office personnel or from the community (as a public records request).

E. Crime Intelligence Unit & Real Time Crime Center

1. Crime Trends

a. Analysts use applicable data sources to:

- i. identify potential problem areas of crime
- ii. identify suspects
- iii. identify developing crime trends
- iv. identify developing crime series
- v. aid in the assembly and comparison of specific crimes to those committed by suspects already in custody

b. Analyses may include, but are not limited to:

- i. Frequency, by type of crime
- ii. Chronological (temporal) factors
- iii. Victim or target descriptors
- iv. Suspect descriptors
- v. Suspect vehicle descriptors
- vi. Modus Operandi (MO)
- vii. Point of Entry (POI)
- viii. Physical evidence

2. Analysts will disseminate their findings to Sworn patrol to develop Community Policing and crime suppression strategies, to aide problem-oriented policing initiatives and to recommend the deployment of technology.

3. Analysts will produce analytical reports or email disseminations (including graphs, maps and other visual displays) indicating the location of crimes by types and times, which may include modus operandi factors, suspect and vehicle information, victim target descriptions, and property loss information. Additionally, the report can contain known information to develop and provide guidelines and/or direction to prevent future crimes and apprehend suspects.

F. Crime Reports

1. Crime reports may include information such as current crime trends, prolific offenders, hot spot areas, and statistics as it relates to ongoing annual goals and projects addressing crime and crime prevention. Some examples of crime reports include the monthly CompStat Report and the Weekly Snapshot Report.

2. CompStat Reports provide reported crime and other specified data to agency departments and command personnel. The report encompasses statistics that can aid in planning or forecasting long-range agency needs.
3. The Crime Analysis Unit will complete statistical requests as requested by Sheriff's Office personnel or from the community (as a public records request).

G. Forecasting

1. The Analysis & Intelligence Center may be able to determine the optimum strategy, tactics, and number of personnel necessary to deal with a problem or situation.
2. Intelligence led policing and/or crime analysis information may be used to develop problem oriented or community policing crime suppression strategies and provide staffing and resource projections for multi-year periods.
3. The Analysis & Intelligence Center assists in developing long-term planning efforts in tactical strategies, budgeting, and other administrative activities. Factors that may be considered include the analysis of crime series data by type of crime, suspect or victim descriptors, modus operandi, and time and geographic location.

H. Offenders & Intelligence

1. Crime Analysts conduct searches on known offenders for the purposes of assisting in apprehensions and arrests and identifying connections to criminal activity. This includes, but is not limited to:
2. Wanted subjects
 - a. Crime Analysts work closely with the Fugitive Apprehension Sex Offender Team to provide any available intelligence on wanted subjects.
 - b. Routine searches and monitoring shall be conducted on all wanted subjects for the purpose of identifying a current location. Immediate follow-up should be conducted on any actionable intelligence.
 - c. Crime Analysts are responsible for all arrest warrant file maintenance.
3. Prolific offenders
 - a. All persons arrested in Seminole County will be assessed to determine if they meet the criteria of a Prolific Offender. Café cases will be generated and updated in accordance with the results.
 - b. Subjects deemed to be Prolific Offenders will be routinely monitored for their activity, for any relation to criminal offenses.
4. Persons of interest in Domestic Terrorism, Homeland Security, or criminal investigations.
 - a. Open Source searching for rallies, protests, gatherings with a potential of violence by either the organizer/participants, or counter-protestors.
 - b. Monitor all political and large-scale events in and around the County, for any disruption to the normal daily activities of Seminole County.
 - c. Complete investigative searches in available databases to support threat assessments conducted by the Intelligence and Targeted Violence Unit.
 - d. Provide information and intelligence on known, or suspected, criminal gang members to Gang and Habitual Offender Suppression Task Force detectives.

XI. Warrants Files & Records

1. Seminole County Warrants and Capiases:

Criminal process documents received from the court by the Warrants Unit shall be verified before they are recorded and processed in the agency's files. Verifying this information ensures that the document is official, that all necessary information for computerized entry is included, and that it defines as clearly as possible the court's direction regarding service. Verifying a document includes:

- a. Ensuring the judge's original signature is affixed,
 - b. That a bond amount or "no bond" is indicated,
 - c. That all necessary information for computerized entry is included, and
 - d. For Capiases (only) verifying that it has a seal indicating it has been certified by the Clerk of Court.
2. Once verified, the Warrants Unit records warrants and capiases in the following manner:
- a. Each warrant/Capias will be checked to verify that the information on the court document is correct and complete. If the information on the document is incomplete, the warrant will be returned for corrections to the Clerk of the Court.
 - b. Each warrant/Capias will be reviewed to determine if the person named on it has been entered into the warrants database for other offenses.
 - c. Each warrant/Capias will be checked to see if the person named on it is already incarcerated at the John E. Polk Correctional Facility. If so, the Correctional Facility will be notified, and a Detention Deputy will make service at that location. If a Detention Deputy is unavailable, a Fugitive Apprehension Sex Offender Team Detective will be notified to make service at the facility.
 - d. Each warrant/Capias will be reviewed to determine if the person named on the document has previously been arrested and if there are photographs available in Café. If a photograph is available, Warrants personnel will electronically attach it in the Warrants Program. If there is no photograph in Sheriff's Office files, Warrants personnel will obtain a photograph from the DAVID System and attach it.
 - e. A warrant or Capias will be entered into the state and federal criminal information systems according to the following criteria:
 - i. Order from a Court:

Felony warrants/Capiases are entered into FCIC/NCIC by the priority and seriousness of the offense.

 - 1) Misdemeanor warrants/Capiases will be entered into FCIC/NCIC.
 - 2) Writ of Attachments for Child Support shall be entered into FCIC only, even if there is already an entry for a Felony or Misdemeanor Warrant/Capias. There will be a notation made in the entry indicating there is an additional warrant in the Writ Entry, along with a notation in the Felony/Misdemeanor Warrant that there is a Writ entered separately.
 - 3) Juveniles are entered into FCIC/NCIC.

- 4) If a misdemeanor warrant/Capias is found in FCIC/NCIC and the court issues a felony warrant/Capias on the same person, personnel will cancel the misdemeanor entry and enter the more serious felony warrant/Capias. The misdemeanor warrant/Capias will then be re-entered as an additional charge.
 - 5) In the event more than one warrant/Capias exists on a person, the most serious offense will be entered into FCIC/NCIC, with the secondary or lesser offense(s) entered as an additional charge. Any charge that specifies "No Bond" will take precedence over other offenses, unless the "no bond" is a misdemeanor. Felonies always take precedence. If one is a felony and one a misdemeanor, even if the misdemeanor is a "No Bond" and the felony has a bond, the felony always is entered first into the system with the misdemeanor an additional charge.
 - 6) Warrants sent to the Seminole County Sheriff's Office by the court for entry (and subsequent service) into the state and federal computerized information systems must contain at least the following information:
 - a) Name
 - b) Date of birth
 - c) Sex
 - d) Race
 - e) Court identification number
 - f) Charge
 - g) Bond amount
 - h) Physical description (if known):
 - i.) Height
 - ii.) Weight
 - iii.) Scars, marks, or tattoos
 - iv.) Color of hair
 - v.) Color of eyes
 - i) Judge's signature (of Deputy Clerk's signature on capiases)
 - j) Signature date
- ii. Temporary Felon
- 1) A temporary felony want record may be entered to establish a "want" entry when a law enforcement agency needs to apprehend a person (including a juvenile) who has committed, or the deputy has reasonable grounds to believe has committed, a felony. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.
 - 2) A temporary felony want record must be specifically identified as such. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want record must be cancelled and a permanent wanted person record must be entered or the temporary felony must be modified to the permanent wanted person record.
 - 3) A warrant must be issued by a court within 48 hours, or the person will be removed from the information systems.
 - a) The state and federal information systems will automatically delete any Temporary Felon entries made under exigent circumstances unless a warrant has been officially issued by the court.
 - b) If a warrant for a Temporary Felon received from a court before the end of the 48-hour period, the Warrants Unit (or Communications, if applicable) will immediately make the appropriate corrections in the state

and federal systems to indicate that a warrant has been officially issued and that the exigent entry has been overridden.

- f. Warrants personnel will save an electronic copy of the warrant in the warrant system for each original warrant/capias received from the court.
 - i. Personnel will save a copy of the original warrant/Capias/writ in the warrants program and assign it to a Detective. When an address is outside Seminole County, either an Attempt to Contact is immediately sent to the appropriate Law Enforcement Agency through a teletype message, or a letter to mailed to the subject instructing them to surrender.
 - ii. After service of the document, personnel will note it as being served, remove it from FCIC/NCIC and the local database and forward it to the Clerk of Court.
2. Criteria and Procedures for Receiving Information from Other Jurisdictions:
- a. The Seminole County Sheriff's Office will request that all submitting law enforcement agencies send the wanted person request through a teletype message with an Attempt to Contact to the Communications Center. If available, the following information should be included with the request:
 - i. Wanted person's name and date of birth
 - ii. Social Security number
 - iii. Driver's license state and number
 - iv. Additional last known addresses
 - v. Any aliases
 - vi. Vehicle information (if available)
 - b. The wanted person will be checked to verify if the person named in the message is already incarcerated in the John E. Polk Correctional Facility. If so, the Correctional Facility will be notified, and the Seminole County Sheriff's Office will have a hold placed for the county with the outstanding warrant.
 - c. The Communication Center will assign the warrant to the appropriate deputy for service.

NOTE: All legal process for service outside of Seminole County shall be forwarded to the Sheriff of the respective county where the person to be served resides.

NOTE: The Seminole County Sheriff's Office does not make computer entries for other jurisdictions regarding persons wanted in those jurisdictions. All entries must be made by the originating agency.

3. Cancellation of Warrant/Capiases:
- a. Warrant/Capias Served in Seminole County:
 - i. Immediately after a Deputy notifies Warrants personnel or the Communications Center that a warrant/Capias has been served personnel will:
 - 1) Update the warrants system to show the subject was taken into custody, by canceling the entry from NCIC/FCIC and the local computer files, whichever

is applicable, and issue the Deputy a cancellation number.

- 2) The canceled warrant/Capias file will be electronically saved by warrants personnel and delivered back to the originating court. The canceled document must include:
 - a) Date served
 - b) Name of defendant
 - c) Name of the Deputy who served the warrant/capias
- b. Warrant/Capiases Served by another Agency:
- i. If a warrant/Capias arrest is made by another law enforcement agency:
 - 1) Communication Center staff will give confirmation to the arresting agency that the warrant/Capias is a valid entry in the warrants system.
 - 2) Warrants personnel or the Communication Center will update the information in the warrants system to reflect that the defendant named on the warrant/Capias has been arrested by the arresting agency and the date of the arrest by using "held by" disposition, and the county where they are housed.
 - 3) If the defendant bonds out from the other agency, the warrant/Capias will be cancelled by Warrants personnel or Communications after the arresting agency advises the Seminole County Sheriff's Office of the transaction. Agency files will note "bonded," the date of the notification, and what county they bonded from.
 - 4) If the defendant does not bond out and is transported back to the John E. Polk Correctional Facility, the warrant/Capias will be cancelled from the system when the defendant is booked into the correctional facility. Warrants personnel or Communications shall be immediately notified when the defendant is booked and will issue the Deputy a cancellation number.
4. Confirmation of Cancellation Number:
- a. Cancellation of warrant(s) is verified through various sources to ensure that a person, once taken into custody, has his/her warrants file annotated to reflect his/her arrest and to prevent the Sheriff's Office or another law enforcement agency from re-arresting them after they are released from the Correctional Facility.
 - i. When notified by a Deputy that a warrant arrest is made, Communications will either remove or annotate the person's computer entry to reflect the arrest.
 - 1) If the warrant was issued by a Seminole County court, Warrants personnel (or Communications) will cancel the warrant and issue a cancellation number.
 - 2) If the warrant was issued by another jurisdiction and there are no Seminole County charges pending, Communications will contact the jurisdiction to determine if it wants to extradite the subject.
 - a) If the jurisdiction advises that they will extradite, the subject will be arrested and transported to the John E. Polk Correctional Facility and booked, or
 - b) If the jurisdiction advises that they will not extradite, the Deputy will be notified and the subject will be released at the scene, unless new Probable Cause charges exist.

ii. The Warrants Unit will receive teletypes forwarded from Communications showing each person arrested, bonded, or recalled on a Seminole County warrant after business hours.

1) Warrants personnel will correlate all records to ensure that all persons arrested, bonded, or recalled on Seminole County warrants have been removed from the active status or have had their records amended to reflect their current status.

5. Recalls of Warrants and Capiases:

The following procedures apply when a warrant/Capias is filed with the Seminole County Sheriff's Office and is later recalled by the issuing court:

- a. Warrants personnel cancel entries from NCIC/FCIC and local Seminole County files.
- b. The warrant/Capias cancelation will be electronically printed from the Warrants Unit program and returned to the Clerk of Court indicating the following information:
 - i. Date of the arrest, bonded or recalled
 - ii. Name of the defendant
 - iii. Name of the person making the return
 - iv. The reason it is being returned

c. Corrections Intelligence

ii. The Crime Analysis Unit will identify suspects and intelligence for all criminal activity, occurring inside of the correctional facility and in the community, by reviewing the following data for any suspicious activity, admissions of guilt, or knowledge of criminal activity, to include:

- 1. Commissary records
- 2. Correctional facility surveillance videos
- 3. Inmate logs and movement activity
- 4. Inmate messaging and photos
- 5. Inmate phone calls
- 6. Inmate video visitations
 - i. The Crime Analyst, or person retrieving the recorded telephone call, will be responsible for testifying as to its authenticity. They will also be responsible for complying with any and all court orders or subpoenas as they relate to the monitored calls of inmates. Activity will be compliant with Standard Operating Procedure 10: Inmate Telephone Monitoring System.
 - ii. Crime Analysts will upload bulletins into the jail kiosks, as requested by Deputies/Officers, in order to identify suspects of criminal activity. Additionally, they will review responses, investigate the potential lead, and forward all verified information to the assigned Deputy/Officer.
 - iii. Review inmate communications and provide information and intelligence to the Corrections Intelligence Detention Deputy, for use during inmate interviews. May monitor the inmate interview to identify additional leads to investigate.
 - iv. Provide intelligence on gang related inmates to Corrections Classifications Unit

for jail security and inmate safety.

- v. An Analysis and Intelligence Center Crime Analyst, or designee, will be designated as the System Administrator for jail communication databases and is responsible for adding selected trained and authorized individuals to the system. Routine audits will be performed for user access reviews.
- vi. Provide intelligence to Corrections Command staff and respond to any specialized requests.

d. Real Time Crime Center (Crime Center)

- vii. The Crime Center responds rapidly to in-progress events and utilize various forms of information and intelligence to provide real time assistance to first responders .
- viii. The purpose of the Crime Center is to promote officer and community safety and quickly identify and locate suspects..
- ix. The Crime Center will be operational during normal business hours as well as time frames outside the scope of normal business hours, staffing permitting, and will operate within the guidelines outlined in the Memorandum of Understanding between the Seminole County Sheriff's Office and participating municipality police departments.
- x. Types of assistance may include, but are not limited to:
 - 1. Identify and locate suspects of criminal activity
 - 2. Identify and locate victims of crime
 - 3. Monitor live video feeds to relay information pertinent to officer and community safety
 - 4. Communicate via radio
 - 5. Respond to analytical requests.
 - 6. Analyst Task Force
- xi. The Crime Analysis Unit will operate within the guidelines outlined in the Memorandum of Understanding between the Seminole County Sheriff's Office and participating municipality police departments.

XII. PLANNING AND FORECASTING:

- A. By identifying crime patterns or trends through statistical analysis the Crime Analyst Units may be able to determine the optimum strategy, tactics, and number of personnel necessary to deal with a problem or situation.
- B. Intelligence led policing and/or crime analysis information may be used to develop problem oriented or community policing crime suppression strategies and provide staffing and resource projections for multi-year periods.
- C. The Analysis and Intelligence Center assists in developing long-term planning efforts in tactical strategies, budgeting, and other administrative activities. Factors that may be considered include the analysis of crime trend data by type of crime, offender characteristics, and time and geographic location.

X. PUBLIC SAFETY CAMERA NETWORK

- A. The Offender Management and Intelligence Section and Analysis and Intelligence Center will utilize a Public Safety Camera Network (PSCN) to enhance the safety of the community and first responders. The PSCN platform will enable connectivity with other forms of data to enable a faster information sharing from the Crime Analyst Units to first responders.
- B. Access to the Public Safety Camera Network (PSCN) will be made available to various first responders to include Law Enforcement, Fire Rescue, and Emergency Management. The Analysis and Intelligence Center will provide access to the PSCN through administrators and in various permission levels. Permission levels will be created by the Analysis and Intelligence Center, and they will be adjusted as needed for the event that is being addressed. Administrative access will be maintained by the Analysis and Intelligence Center. The Analysis and Intelligence Center will manage employee access to the PSCN for the Sheriff's Office. The Analysis and Intelligence Center can suspend or cancel access to Sheriff's Office personnel if misuse is suspected or occurs.
- C. Users will be given access to the Public Safety Camera Network (PSCN) through both the web and mobile applications, giving them access to numerous information sharing features. All users of the PSCN can utilize the PSCN for legitimate public safety purposes only, and only while on duty. Users can send and receive direct messages (text, images, and video) with other users, the Crime Analyst Units and other first responder that are participating in an event. The user can activate GPS monitoring from their mobile phone, allow other users, and the Crime Center to monitor their location and other first responders. Members of Offender Management and Intelligence Section and Analysis and Intelligence Center can utilize the PSCN for demonstrations or training.
- D. All accounts may be audited at any time. Any misuse of the PSCN either on a personal computer, laptop, or mobile phone will result in revocation of access privileges and discipline.
- E. Camera Registry and Camera Integration is the process of utilization of community cameras to enhance the PSCN. Camera Registry and Camera Integration will be managed through the Analysis and Intelligence Center and the connectseminolecounty.com page.
- F. Camera Registry is registering your camera with the Sheriff's Office and other law enforcement agencies within Seminole County. This registry allows Detectives to know the locations of cameras, and that the owner of that camera has indicated that they will share the information with law enforcement.
- G. Camera Integration permits the owner of the cameras (businesses, government) to integrate their cameras' feed into the PSCN. The cameras can be integrated into the PSCN through various methods and the donor of the camera feeds can chose the way they are integrated (active all the time or call driven with three priority levels.)
- H. Training will be conducted by or organized by the Analysis and Intelligence Center.
- I. Video evidence that is recorded from a camera on the PSCN platform can be stored in evidence.com directly through the PSCN platform. Any video not identified as evidence will be held in accordance with the Records Retention Policy and then deleted from the PSCN platform.

XI. ANNUAL REVIEW OF PROCEDURES AND PROCESSES:

- A. Based upon input from Offender Management and Intelligence and Analysis and Intelligence Center personnel, the section lieutenant and manager will continuously review operational processes and procedures to ensure effectiveness and consistency in operations, including the quality and quantity of information being received and/or disseminated by the sections.

- B. Annually, the Special Services Division Captain will report on the current status of division goals, objectives, and related procedures and processes in an annual goals and objectives statements. In addition, the captain, lieutenant and manager will review this directive and require it to be revised, if necessary, to reflect any changes in procedures or processes. This annual policy review will be automated through PowerDMS.

GENERAL ORDER