



# POLICY AND PROCEDURE

# NO.575

## Intelligence Information

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The purpose of this directive is to establish procedures which will govern the manner in which sensitive information of an intelligence nature is collected, analyzed, evaluated, disseminated and stored.

Although involvement with intelligence information is not limited to any specific units within the department, the units most likely to be involved are the Vice Squad, Detective Bureau and Special Services, and would involve specific problem areas that would include, but not be limited to:

- organized crime
- narcotics trafficking
- terrorism
- gambling violations
- receiving and disposing of stolen goods

Units shall insure that any intelligence information that is gathered relates to criminal activity or potential threats to the community.

Each unit shall develop procedures that ensure that informants are secure in their anonymity and that their reliability and credibility are tested, evaluated and proven satisfactory. Any recorded information provided by an informant shall be stored apart from information on the informants' identity as an added measure to assure confidentiality.

Units that collect and store intelligence information shall ensure its storage in a secure area, with access limited to those who have a need-to-know.

All intelligence files will be reviewed and updated and/or purged as needed on a 2 year basis.

Any funds used to pay informants or to support any other intelligence operations shall be closely monitored and accounted for. Monitoring shall be done on an on-going basis and any expenditure shall be audited after the fact.

Intelligence information shall be distributed only to criminal justice agencies on a need-to-know basis. Within the department, intelligence information shall be shared with operational units as needed and such distribution shall be done to protect confidentiality.

Units involved in intelligence information and its exchange with other federal, state and local agencies shall maintain liaison with those agencies. Each unit will designate a person as responsible for such liaison.

Per:

*Edward P. Gardella*  
Chief of Police

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