

# DALTON POLICE DEPARTMENT

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<b>Criminal Intelligence</b>		
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<b>All Personnel</b>	<b>July <del>2020</del> 2022</b>	<b>5</b>

## I. Policy

It ~~shall be~~ **is** the policy of the Dalton Police Department to gather, analyze, and utilize criminal intelligence on individuals, organizations, and locations only to prevent crime, pursue and apprehend offenders, and to obtain evidence necessary for criminal prosecution.

## II. Definitions

- A. *Criminal Intelligence* – Information compiled, analyzed, and / or disseminated in an effort to anticipate, prevent, or monitor criminal and / or suspicious activity. The threshold for collecting information and producing criminal intelligence shall be the “reasonable suspicion” standard.
- B. *Criminal Intelligence Report* – A report containing the information from the initial Criminal Intelligence Form and any supplemental reports.
- C. *Right to know* – Requester of information has official capacity and statutory authority to the information being sought.
- D. *Need to know* – Requested information is pertinent and necessary to the requester’s agency in initiating, furthering, or completing an investigation.

## III. Criminal Intelligence Function

The criminal intelligence function of the Criminal Investigations Division (CID) includes providing the Department with an intelligence file support system that legitimately meets the needs of the Department in carrying out its effort to protect the public through suppression of future criminal activity.

- A. The CID Operations Supervisor shall be responsible for ensuring that all criminal intelligence information is properly collected, maintained, disseminated, and destroyed.
- B. The CID Operations Supervisor may appoint designees to be the direct contact, as appropriate.

- C. The Department shall maintain liaison with other federal, state, and local agencies to facilitate the efficient, timely exchange of critical information. The CID Operations Supervisor shall ensure that any terrorism-related intelligence / information obtained shall be forwarded to the appropriate federal agency.

#### IV. Procedures

##### A. Collection of Criminal Intelligence Information

1. Criminal intelligence information ~~will~~ shall be gathered by all personnel from their contacts with concerned citizens, victims, witnesses, informants, offenders, outside agencies, and others. Information may also be gathered from such sources as the Department's Tip Line and the Department's Blog social media sites.
2. Information ~~will~~ shall be collected to meet legitimate investigative objectives relating to the control and prevention of criminal activities and ~~will~~ shall be used for law ~~ful~~ police enforcement purposes only.
3. Criminal intelligence information collected ~~will~~ shall be limited to criminal conduct and / or suspicious activities that present a threat to the community, to include, but not limited to, activities involving:
  - a. Liquor violations
  - b. Drugs
  - c. Organized crime
  - d. Vice activities
  - e. Fraudulent activities; ~~and~~
  - f. Persons or organizations supporting violence or threats to public safety
4. Certain information shall be excluded based on legal requirements and privacy issues. Specifically, information ~~will~~ shall not be collected on an individual or group merely on the basis of ~~their~~:
  - a. The support of unpopular causes
  - b. Ethnic background
  - c. Religious or political affiliations
  - d. Non-criminal personal habits; ~~or~~
  - e. Any other information relating to a subject or associates, unless the information is an investigative necessity and pertinent to

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establishing a relationship of association with known or suspected criminal activity.

5. All intelligence information ~~will~~ shall be gathered and maintained within the constraints of existing federal and state laws and statutes.

B. Documentation

1. ~~Department~~ Personnel shall document criminal intelligence information on a Criminal Intelligence Form. Criminal intelligence may also be received from outside agencies, electronically from the Department's ~~Blog~~ social media sites, or by phone from the Department's Tip Line. All criminal information shall be forwarded to the CID Operations Supervisor.
2. As needed, the Intelligence Analyst ~~will then~~ shall review the submitted information and evaluate it for its current usefulness. This ~~will~~ shall include, but not be limited to:
  - a. The nature of the criminal activity reported and its validity
  - b. The identity of the suspect or organization
  - c. Prior criminal intelligence reports, incident reports, criminal history, etc.
  - d. Identity, reliability, and motivation of the individual submitting the criminal intelligence information
  - e. ~~What~~ The agency that has jurisdiction over the reported criminal activity
3. The CID Operations Supervisor ~~will then~~ shall categorize the submitted information into one of three areas:
  - a. No Criminal Basis – Information that has no basis for further criminal investigation.
  - b. General Intelligence – Information about criminal activity but there is not enough information provided to pursue a criminal investigation.
  - c. Criminal Intelligence – Information with sufficient details to pursue investigative leads and that warrant further criminal investigation.
4. If the information obtained relates to criminal activity outside of the Department's jurisdiction, the information ~~will~~ shall be disseminated to the proper agency.

C. Case Assignments and Management

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1. If the information is determined to be criminal intelligence, the CID Operations Supervisor ~~and shall~~ assign the Criminal Intelligence Form to an Investigator. If the information is applicable to a specialized unit within the Department, such as the Drug Enforcement Unit ~~or the Special Operations Unit~~, the CID Operations Supervisor ~~will shall~~ give the Criminal Intelligence Form to the unit's Supervisor for assignment.
2. The assignment of Criminal Intelligence Forms ~~will shall~~ be based on the severity of the crime, availability of resources and personnel, and the anticipated investigative results.
3. When the Investigator / Officer receives the Criminal Intelligence Form, he / she shall create a criminal intelligence report in the Records Management System (RMS). Once the information is recorded in the RMS, the original Criminal Intelligence Form shall be destroyed.
4. Criminal intelligence reports shall consist of information on the activities and associations of:
  - a. Individuals who
    - ~~(1)~~ are currently involved in the actual or attempted planning, organizing, financing, or commission of criminal acts;~~or~~
    - ~~b.(2)~~ Individuals who are suspected of being involved in criminal activities with known or suspected crime figures.
  - ~~c.b-~~ Organizations, businesses, and groups that
    - ~~(1)~~ are suspected of being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts;~~or~~
    - ~~d.(2)~~ Organizations, businesses, and groups that are suspected of being operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.
5. Open criminal intelligence reports are those reports that are actively being investigated. Open reports ~~will shall~~ have investigative narratives ~~completed~~ at least every 180 days, which ~~will~~ contain updated investigative information.
6. Closed criminal intelligence reports are those ~~in~~ which all logical leads have been exhausted or where no legitimate law enforcement interest still exists.
7. All criminal intelligence reports ~~should shall~~ contain a final case summary giving the disposition of the investigation. This should include, but not be limited to, incident report numbers, arrest warrant numbers, and court disposition, if known.

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D. Auditing and Purging

1. Information that is deemed to have no criminal basis shall be destroyed immediately.
2. Information that is categorized as general intelligence shall will be maintained for a period of 120 days from the submission date without any or from the last time additional information was received. After that time, general intelligence will shall be destroyed.
3. ~~Criminal Intelligence~~— Active criminal intelligence reports will shall be periodically reviewed by the CID Operations Supervisor periodically for the purpose of identifying information that is out of date or incorrect. The CID Operations Supervisor may shall have the Investigator / Officer update the criminal intelligence report when needed. Information contained in criminal intelligence reports will shall not be purged without a court order or permission from the CID Division Commander.

V. Safeguarding, Securing, and Storing, and Disseminating Information

- A. All criminal intelligence information, whether in hard copy or electronic format, will shall be securely stored (i.e. lock, password, etc.) and maintained separate from other Department records.
- B. All information contained in criminal intelligence reports is considered to be classified and the property of the ~~Dalton Police~~ Department. Dissemination of this information will shall be restricted to law enforcement and prosecuting officials who have both a right to know and a need to know the information in question.
- C. Anytime criminal intelligence information is disseminated to an outside agency, the person disseminating the information shall notify the CID Operations Supervisor so that a record of the dissemination can be made.

VI. Training

All personnel will shall receive initial training on the collecting, processing, and sharing of suspicious incidents and criminal intelligence information. Refresher training will shall be provided annually to all personnel.

VII. Administrative Review

- A. The ~~Criminal Investigations~~ CID Division Commander or his / her designee shall periodically advise the Chief of Police of the criminal intelligence efforts taken by the ~~agency~~ Department.
- B. The ~~Criminal Investigations~~ CID Division Commander will shall conduct an annual review of the Department's procedures and processes for the collecting, processing, and sharing of suspicious incidents and criminal intelligence information.

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*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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