



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **CRIMINAL INTELLIGENCE**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

All officers will be responsible to some degree, for participating in and enhancing the Department's intelligence-gathering efforts. This will involve gathering and analyzing, appropriate dissemination, and cooperating and exchanging information with other law enforcement agencies.

II. POSITION RESPONSIBLE FOR THE INTELLIGENCE FUNCTION

- A. The Chief of Police shall be responsible for the intelligence function and shall maintain all records in a locked cabinet, separate from other records.
- B. To safeguard and protect information, access to it will be strictly controlled and on a need-to-know basis only.

III. PROCEDURES TO ENSURE LEGALITY AND INTEGRITY OF INTELLIGENCE

A. Methods For Ensuring Anonymity

1. A person who provides intelligence information and who desires anonymity will be assigned a number as an identifier which will be entered on a Cottage City Incident Report in place of the Cottage City Incident Number.
 - The numbering system used will be the year, followed by the number, i.e., 09-001,09-002, etc.)

2. Information concerning "information providers," such as their Department-assigned number, will be maintained confidentially and only the following person will be made aware of it:
 - The officer directly involved in the investigation,
 - The officer who received the information, and
 - The Chief of Police
3. If a Statement of Charges is prepared based upon an informant's information, the informant's real name will not be used and will not be revealed, except by Court Order.

B. Information Collected Limited to Criminal Activity/Threat to Community

1. To ensure that information collected is limited to criminal conduct and relates to activities that present a threat to the community, the following procedures will be adhered to:
 - The information collected must relate or pertain to criminal conduct and/or be of a threat to the community;
 - The information collected will not be distributed or disseminated to anyone unless they are directly involved in the case, or in the interest of officer/community safety;
 - Information collected pertaining to a certain type of activity, outside the purview of this Department, will be provided to the appropriate federal, state, and/or local law enforcement agency that collects such information.
 - To ensure that potential criminal intelligence information meets the requirements of this general order, any Department member learning of potential intelligence information will advise the Chief of the information.
2. A Criminal Intelligence Report will be completed by any officer who learns of information falling within the guidelines of this general order. Examples of when the completion of a Criminal Intelligence Report would be appropriate include, but are not limited to:
 - An officer becoming aware of gang-related activity,
 - An officer becoming aware of vice or prostitution-related activity,
 - An officer becoming aware of drug-related activity,
 - An officer learning of or encountering an individual who has numerous weapons in his/her residence.

3. The Criminal Intelligence Report will be submitted to the Chief of Police, for approval, and copies may be made for, and the information disseminated to, PGPD Vice and Intelligence and/or the law enforcement agency with jurisdiction.

C. Procedures for the Use of Intelligence Personnel and Techniques

1. Although all Department personnel come into contact with potentially valuable information to be used for intelligence purposes, the Department may at times utilize personnel from the PGPD Vice and Intelligence Section for the specific purpose of gathering intelligence information.
2. Utilization of electronic equipment and operational techniques by PGPD personnel will be in accordance with PGPD directives. City officers may be utilized as support personnel on a need basis.

D. Types and Quality of Information to be Included in the System

As long as information meets the requirements described in this general order, information entered into the system may include, and may not be limited to:

1. Criminal history information about the "target"
2. Photographs
3. Acquaintances of the target
4. Modus Operandi (M.O.)
5. A synopsis of the target's criminal activity

E. Purging Information

1. Records and information considered being out-of-date and/or of no further use for law enforcement purposes will be shredded by the Chief of Police and witnessed.
2. The disposition of the record(s) will be recorded on a Memorandum- To-File, by its Department-assigned number and placed in a file folder in a secure file cabinet in the Chief's office.

3. Records that are incorrect will be destroyed and corrected information will be inserted in the file unless said information is of no further use to law enforcement.