

CRIMINAL INVESTIGATIONS

CRIMINAL INTELLIGENCE

Purpose: The purpose of this policy is to ensure that all criminal intelligence systems operated by the North Little Rock Police Department, or in which the Department participates, are utilized in conformance with the privacy and constitutional rights of individuals, and to establish procedures to regulate the collection, processing, and dissemination of intelligence information.

Policy Statement: It is the policy of the North Little Rock Police Department to collect, process, and disseminate intelligence information that is limited to criminal conduct and that relates to activities that present a threat to the community. Intelligence information will be collected, processed, and disseminated pursuant to all local, state, and federal laws.

Summary of Changes: New format.

Definitions

Criminal Intelligence System: The arrangement, equipment, facilities, and procedures for the receipt, storage, inter-agency exchange or dissemination, and analysis of criminal intelligence information.

Criminal Intelligence Information: Information on the activities and associations of:

- 1) Individuals that are:
 - a) Suspected of being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts.
 - b) Suspected of being involved in criminal activities with known or suspected crime figures.
- 2) Organizations, businesses or groups that are:
 - a) Suspected of being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts.
 - b) Suspected of being illegally operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.

Procedure:

1 Intelligence Information

- 1.1 All sworn members of the Department are responsible for gathering intelligence information regarding criminal activities provided:
 - 1.1.1 The gathering of information is conducted within the parameters of the member's assigned duties,
 - 1.1.2 The gathering of information does not constitute the initiation of a covert investigation outside the normal scope of the member's assigned duties,
 - 1.1.3 The gathering of information is in compliance with Policy Directive 03-07, *Limits of Authority*.
 - 1.1.4 Said information is forwarded as soon as practical to the appropriate Departmental division for review.
- 1.2 Criminal intelligence will be gathered on, but not limited to, the following criminal activities:
 - 1.2.1 Drug trafficking;
 - 1.2.2 Gambling;
 - 1.2.3 Extortion;
 - 1.2.4 Smuggling;
 - 1.2.5 Bribery;
 - 1.2.6 Violent crime;
 - 1.2.7 Property crime;
 - 1.2.8 Corruption involving public officials; and
 - 1.2.9 Vice.
- 1.3 Members will collect, process, and maintain criminal information concerning an individual only if there is reasonable suspicion that an individual is involved in criminal conduct or activity, and the information is relevant to such activity. The Investigations Division Commander or designee will review all collected intelligence information to ensure that it is done pursuant to Departmental policy and applicable state and local laws. [CALEA 42.1.6e,f]
- 1.4 Members will not collect and/or maintain information about the political, religious, social views, associations, or activities of any individual or group, association, corporation, business, partnership, or other organization unless such

information directly relates to criminal conduct or activity, and there is reasonable suspicion that the subject of the information is or may be involved in criminal conduct or activity. [CALEA 42.1.6e]

- 1.5 Reasonable suspicion is established when information exists, which establishes sufficient facts, to give a trained law enforcement officer a basis to believe that there is a reasonable possibility that an individual or organization is involved in a legally definable criminal activity or enterprise. [CALEA 42.1.6e]
- 1.6 No member of the Department will gather, cause to be gathered, collect, and include, information that, if gathered and included, would be a violation of a Federal, State, local law, or ordinance, for any intelligence project in which the Department operates or participates. [CALEA 42.1.6f]
- 1.7 Members of the Department will disseminate criminal intelligence information ONLY to authorized recipients who have a need to know and right to know the information, in the performance of a law enforcement activity. [CALEA 42.1.6g]

2 Responsibilities [CALEA 42.1.6b]

- 2.1 The Chief of Police will designate which Departmental component(s) within the Investigations Division responsible for the collecting, processing, and disseminating intelligence Information.
- 2.2 The types of intelligence information collected will include, but are not limited to, the following areas:
 - 2.2.1 Organized crime/gang activity;
 - 2.2.2 Narcotics;
 - 2.2.3 Terrorism;
 - 2.2.4 Civil disorders; and
 - 2.2.5 Habitual offenders.
- 2.3 Intelligence will be gathered and processed by the Investigations Division as follows: [CALEA 42.1.6a]
 - 2.3.1 *Collection*: All sworn officers are expected to contribute information to the intelligence gathering process by developing informants and observing and reporting situations that indicate criminal activity. [CALEA 42.1.6g]
 - 2.3.1.1 Intelligence information will be transmitted by preparing a field interview or Intra-Departmental communication to the Investigations Division Commander or designee.
 - 2.3.2 *Evaluation*: An Investigations Division supervisor will evaluate and classify all information received for accuracy, reliability, sensitivity, and relevance;
 - 2.3.3 *Collation*: An Investigations Division supervisor will collate and index information included in the intelligence files;
 - 2.3.4 *Analysis*: An Investigations supervisor will be responsible for analyzing intelligence information and determining its value to criminal investigations; and
 - 2.3.5 *Dissemination*: The Investigations Division will divulge confirmed intelligence information to members, other units of the Department, or to other law enforcement agencies in case specific matters, or as directed by the Chief of Police. [CALEA 42.1.6g]
- 2.4 The Chief of Police will also designate an Intelligence Coordinator to serve as this agency's focal point for the collection and dissemination of all intelligence information received from sources outside the Department. The Intelligence Coordinator will also be responsible for the dissemination to outside agencies of law enforcement sensitive intelligence originating with the Department that is not case specific in nature. [CALEA 42.1.6g]
 - 2.4.1 Intelligence received from outside sources is of the electronic type and will be distributed in like manner on a *need to know and right to know basis*.
 - 2.4.2 The Intelligence Coordinator is responsible for forwarding all sensitive material to the Chief of Police for action and/or distribution.
- 2.5 The Chief of Police and command staff will conduct an annual review of the Department's intelligence processes and procedures. [CALEA 42.1.6i]
- 2.6 Officers will be trained on the proper procedure for the documentation and reporting of intelligence information during their initial field training. [CALEA 42.1.6c]

3 Intelligence Files

- 3.1 Intelligence information will be maintained in locked filing cabinets or password secured computer databases whenever such files are unattended by authorized Department personnel. Access to the intelligence files will be limited to the following personnel: [CALEA 42.1.6 d]
 - 3.1.1 Chief of Police;
 - 3.1.2 Investigations Division Commander;
 - 3.1.3 Investigations Division supervisors; and
 - 3.1.4 Intelligence Coordinator.
- 3.2 Intelligence information will be indexed to facilitate reference and retrieval. Indexes will include, but are not limited to:

- 3.2.1 Names;
 - 3.2.2 Aliases;
 - 3.2.3 Addresses;
 - 3.2.4 Telephone numbers;
 - 3.2.5 Vehicles;
 - 3.2.6 Locations of criminal activity;
 - 3.2.7 Type of criminal activity;
 - 3.2.8 Criminal accomplices; and
 - 3.2.9 Known social associates.
- 3.3 Intelligence information will be collated and analyzed in a secure environment in order to prevent inadvertent disclosure of information.
- 3.4 The Investigations Division Commander, or designee, will periodically review intelligence files for information that is determined to be out of date or unfounded. [CALEA 42.1.6h]
- 3.4.1 Such information will be purged from intelligence files. Intelligence reports will be sufficiently destroyed when purged in such a manner that the information is not readable, and electronic files will be deleted.

4 Intelligence Utilization

- 4.1 Utilization of personnel and techniques to gather and distribute intelligence will be at the discretion of the Chief of Police and Division Commanders.

Mike Davis
Chief of Police