

## **MITCHELL POLICE DIVISION**

### **CHAPTER 18**

#### **CRIMINAL INTELLIGENCE**

##### **18.1 CRIMINAL INTELLIGENCE ADMINISTRATION**

The policy of the Mitchell Police Division is to gather and disseminate intelligence information concerning subjects who are known to have engaged in, or who are suspected of engaging in, criminal activity.

##### **18.2 CRIMINAL INTELLIGENCE PROCEDURAL GUIDELINES:**

- A. Intelligence gathering will be conducted to encompass criminal activity. Information shall also be gathered regarding individuals because of membership in an organization that poses a threat to a community.
- B. For purposes of this procedure, Criminal Intelligence refers to knowledge of past, present or future criminal activity resulting from the collection of information which provides the user with a basis for rational decision-making. The gathering of Intelligence information is an on-going process, often proactive, and not necessarily in response to a specific crime. Intelligence gathering may be Strategic (long range) or Tactical (of immediate concern).
- C. The collation, evaluation, coordination, storage, dissemination and purging of Intelligence information will be the responsibility of the Lieutenant.

##### **18.3 CRIMINAL INTELLIGENCE INFORMATION**

- A. Intelligence information submitted to the Lieutenant may be based on fact, opinion, rumor, hearsay or inference. Due to the raw, often unverified, and usually sensitive nature of the information involved, all members of the Division will adhere to strict standards of control and dissemination of Intelligence information.
- B. Intelligence information may be documented in a variety of ways. Use of the Mitchell Police Division field contact form or the Law Enforcement Intelligence Network form or MOCIC submittal is encouraged, but not mandatory. Crime Report numbers will normally not be assigned to Intelligence reports, unless such information is relevant to a specific criminal act under investigation or involving an arrest. All Intelligence information generated by officers of the Mitchell Police Division shall be forwarded to the Detective/Investigations Section for further disposition.

- C. If, within two years of the original submission, no other Intelligence or information is received regarding the subject named in the original Intelligence report, the Intelligence file and all reference to it will be destroyed.
- D. Intelligence files should be reviewed periodically, at the discretion of the Lieutenant for usefulness, completeness and accuracy.
- E. The Mitchell Police Division shall maintain Intelligence files on local, intrastate, and interstate criminal activity. Activity of an intrastate nature will be submitted through the Law Enforcement Information Network (LEIN), and information regarding activity of an interstate nature will be submitted to the Mid-States Organized Crime Information Center (MOCIC). The standard LEIN form will be used to document intrastate and interstate Intelligence information.
- F. The Coordinator of the James Valley Drug Task Force will be responsible for the maintenance of a confidential expenditure fund, in accordance with the Standard Operating Procedure for Confidential Expenditures. Funds shall be available for use in gathering Intelligence information, as appropriate.

#### **18.4 CRIMINAL INTELLIGENCE PRIVACY**

The Mitchell Police Division will assure that while Intelligence gathering efforts occur, provisions shall be made to assure the privacy of the individuals named in Intelligence documents, and that the Intelligence information shall be used only for investigative purposes.