

Glendale Heights Police Department

GENERAL ORDER # 2015

SUBJECT: Criminal Intelligence

ACTIVE DATE: 08-08-2018

RESCINDS: GO #2015, issued 04-25-2017

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Criminal Intelligence Sheet

.01 Purpose

This order establishes the administrative and operational guidelines for the collection, processing and dissemination of intelligence information, including drug intelligence information. It defines the orderly exchange of information between the DuPage Metropolitan Enforcement Group and all members of the Glendale Heights Police Department.

.02 CALEA Standards

40.2.1, 40.2.2, 40.2.3

.03 Policy

The collection, retention, dissemination, and disposition of criminal intelligence are essential functions of law enforcement public service. All Department members shall adhere to guidelines established in this order to ensure the security, confidentiality, and proper maintenance and dissemination of criminal intelligence. Criminal intelligence information shall not be collected or retained except as specified in this order.

The Glendale Heights Police Department shall employ all legal and ethical means to collect intelligence information on criminal, subversive, extremist, civil disorder and terrorist activities, to protect members of the Department and members of the community. The Department shall maintain strict control to prevent the unauthorized disclosure of intelligence information, in order to preserve the integrity of the investigative process, and to promote the principles of due process.

The Glendale Heights Police Department shall maintain an orderly flow of information with the DuPage Metropolitan Enforcement Group (DuMEG) and its agents, to assist in enforcing drug laws and apprehending offenders. Department members shall utilize the Criminal Intelligence Sheet when recording any type of drug intelligence information.

.04 Definitions

Criminal Intelligence—The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assessments that can form the basis for law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc.

Strategic Intelligence—Information used to formulate long term plans and policies in response to a particular known problem or condition.

Tactical Intelligence—Information used to develop immediate operational plans and orders in response to an immediate or potential problem or condition.

Unconfirmed Intelligence—Information from various sources, often anonymous, that by itself may not infer criminal activity, but when combined with other information may make an inference of criminal activity.

ORDER

.10 Intelligence Function

A. The intelligence function includes the systematic collection of raw information that, after collation, evaluation, and analysis, is disseminated to appropriate sections of the Department, or outside law enforcement agencies, as criminal intelligence. Criminal intelligence may be developed from various sources, and is ultimately gathered in response to a problem or condition which requires a law enforcement action. Criminal intelligence is not limited to jurisdictional boundaries, but may apply to information pertaining to the Village of Glendale Heights or any outside jurisdiction.

B. The activities performed in the criminal intelligence function include, at a minimum:

1. Establishing and maintaining criminal intelligence files in conjunction with citizen complaints, confidential informant information and Department incident reports.
2. Conducting follow up investigations on any criminal intelligence related complaints or allegations from reliable information sources.
3. Promoting liaison with other Department sections as well as with local, state and federal agencies and members of the community for the purpose of exchanging intelligence information.
4. Analyzing collected criminal intelligence information.
5. Disseminating criminal intelligence information to other Department sections and outside agencies.

.15 Intelligence—Sources

A. Members may utilize all legal and ethical sources and techniques to gather intelligence. However, all information must be associated with an identifiable resource. Specifically, members reporting intelligence information shall reveal the source when documenting the information. In sensitive cases involving confidential informants, the reporting of an “anonymous source of information” shall suffice.

B. Sources of criminal intelligence may include:

1. Verifiable information from a reliable source.
2. Police reports.
3. Intelligence documents from other criminal justice agencies.
4. Public records.
5. Confessions from criminal associates.
6. Intelligence information obtained from a lawful criminal investigation, lawful surveillance activity, or other lawful means.

C. Members may receive criminal or drug intelligence information during the course of their duties, including but not limited to the following situations:

1. Debriefing of detainees
2. Casual conversation with the public
3. Direct telephone calls
4. Direct emails
5. Letters written to the Department

.20 Intelligence—Types

A. Intelligence information collected shall be limited to criminal conduct and activities that present a potential threat to the community, which include, but are not limited to:

1. Organized crime activity
2. Terrorist activity
3. Subversive criminal activity

4. Narcotics, gambling and vice activity
5. Civil disorder
6. Gypsy criminal activity
7. Felony crimes of serious or threatening nature
8. Gang-related criminal activity

.25 Prohibited Information

A. Certain information that is not relevant to the criminal activity or threat being reported is inappropriate for inclusion in intelligence files. Information that shall be specifically excluded from criminal intelligence files includes:

1. Information suggesting a subject's political or religious preferences, associations or opinions.
2. The nature of a subject's sexual preference, sexual orientation or gender identity.
3. A person or group's socio-economic, racial or ethnic background.
4. Conclusions or opinions not based upon gathered information.

.30 Legal and Privacy Requirements

A. Department members may use only properly authorized methods to collect information. The following general restrictions shall apply:

1. Before engaging in any intelligence collection outside of that which is isolated and incidental to a member's normal authorized duties, obtain permission from the member's supervisor.
2. No member shall seek or receive information, or direct or encourage anyone to acquire information, in violation of any applicable federal, state, or local law or ordinance, or by any means that would be contrary to Departmental policy.
3. No member shall plan or participate in, or direct or encourage anyone to plan or participate in, any criminal activity in order to collect information, except as is legally permissible and necessary for the purpose of developing probable cause for arrest and/or prosecution, such as drug or contraband purchases, etc.
4. No member shall induce anyone to commit a criminal act for the purpose of instituting a prosecution against that person when such inducement would constitute entrapment under the law.
5. No member shall encourage or engage in a romantic or sexual relationship, or direct or encourage anyone to engage in exploitative romantic or sexual conduct, for the purpose of obtaining information.
6. No member shall act in an undercover capacity, except upon exigent circumstances, without prior authorization from that member's supervisor.
7. No member shall assume a position of one who heads, directs, manages, or officiates over the direction or goals of an organization that is the subject of investigation.
8. No member shall take any action to cause dissension within any organization that is the subject of investigation.
9. No member shall intrude upon, photograph, or report on any assembly or religious ceremony without the consent of the participants, except to the minimum extent necessary to carry out an authorized Departmental responsibility.

B. Constitutional and statutory protections that guarantee individual rights to privacy, to receive, hold and express ideas, to dissent freely, to write and to publish, to petition for the redress of grievances and to associate publicly and privately for any lawful purpose, shall be strictly respected in every case.

C. Members shall refer legal questions that cannot be solved by supervisors to an Assistant State's Attorney for guidance.

.35 Member Responsibilities—General

A. All Department members share the responsibility to seek and properly document information for the purpose of developing usable intelligence:

1. Sworn officers shall be responsible for following:
 - a. Knowledge of areas of intelligence interest to the Department.
 - b. Collecting and submitting intelligence information, in accordance with section .40 below.
 - c. Developing and maintaining sources of information.
2. Non-sworn members shall be responsible for the following:
 - a. Knowledge of areas of intelligence interest to the Department
 - b. Collecting and submitting intelligence information, in accordance with section .40 below.
3. Supervisory personnel shall be responsible for the following:
 - a. Knowledge of areas of intelligence interest to the Department.
 - b. Developing and maintaining sources of information.
 - c. Reviewing investigative reports for intelligence information.
 - d. Forwarding intelligence information to the Investigations Sergeant.

.40 Receipt of Intelligence Information

A. When members of the public call or stop into the Department to report any intelligence information, including drug intelligence, the following procedures apply:

1. A CAD incident shall be initiated titled Intelligence/Drug Activity and assign the incident to an officer.
2. The officer shall interview the complainant and complete an Incident Report in Net/RMS and a Criminal Intelligence Sheet (Appendix A). The narrative portion of the CAD disposition and the Incident Report shall only reflect that a Criminal Intelligence Sheet was completed, with no further narrative needed. The Criminal Intelligence Sheet shall contain all related information including a narrative in the Remarks section.
3. The Watch Commander reviewing the Incident Report and the Criminal Intelligence Sheet shall forward them as a follow-up investigation to the Investigations Section.

B. Members receiving or developing criminal or drug intelligence information during the course of their duties, as outlined in section .15(C) above, shall do the following:

1. Complete a Criminal Intelligence Sheet with all known information, and submit it along with supporting documentation to the Investigations Sergeant through the chain of command. No complaint number is necessary.
2. For confidentiality reasons, Criminal Intelligence Sheets completed during the investigation of another incident shall not be filed with that incident's paperwork within the Records Section.

C. Members developing additional information based on a previously submitted Criminal Intelligence Sheet shall complete a second sheet with the additional information and shall reference the earlier sheet. The additional sheet shall be forwarded as described above.

.45 Receipt of External Intelligence Information

A. The Department routinely receives intelligence information and notification correspondences from a variety of sources, including the State's Attorney's Office, Probation Department, Department of Corrections, State Terrorism Intelligence Center (STIC). This information may be received via email, US mail, meeting handouts, or other methods of distribution, and may include:

1. No Gang Contact Orders
2. Probation Conditions
3. Prisoner Releases & Conditions of Release
4. Criminal Activity and Intelligence

5. Officer Safety Information

B. Department members receiving information as outlined above shall forward it through the chain of command to the Investigations Sergeant. This section shall not apply to correspondences received for domestic violence bond condition enforcement, as governed in OP #1912 Bond Condition Enforcement.

.50 Drug Intelligence—Assistance to DuMEG

A. Department members receiving narcotics information where outside assistance from the DuPage Metropolitan Enforcement Group (DuMEG) is either necessary or desirable, shall forward that information on a Criminal Intelligence Sheet through the chain of command to the Investigations Sergeant.

B. In cases where the Watch Commander determines an immediate need exists to call out DuMEG, the Watch Commander shall first obtain approval from the Investigations Sergeant, including situations where:

1. A detainee states he/she is a DuMEG confidential informant and requests to speak to an agent.
2. The officer or Watch Commander seeks expert advice from an agent.

C. Department members shall not directly communicate intelligence information to DuMEG or DuMEG agents without first conferring with the Investigations Sergeant.

D. Department members may assist a DuMEG agent in any arrest situation, and shall cooperate with DuMEG personnel during any ongoing official investigation. The member shall report to his/her immediate supervisor any assistance or cooperation given.

E. Department members assigned to investigate drug intelligence, whenever practicable, shall make every effort to notify members through approved channels when information supplied to DuMEG or the Department by the member results in an arrest or apprehension. In certain cases, with supervisory approval, Department members who provide intelligence information may be allowed to participate in DuMEG or Department operations related to that case, including buy-bust or search warrant operations.

.55 Investigations Sergeant—Responsibilities

A. The Investigations Sergeant, supervised by the Deputy Chief of Support, bears responsibility for the review, classification, safeguarding, storage, and purging of Department criminal intelligence information, as outlined in sections .60-.95 below.

B. The Investigations Sergeant shall act as liaison between the Department and outside law enforcement agencies, including the DuPage Metropolitan Enforcement Group (DuMEG), in criminal intelligence matters. The Investigations Sergeant shall determine what action shall be taken with the intelligence information, including, but not limited to:

1. Forwarding to an outside law enforcement agency, including DuMEG.
2. Assignment to an investigator, Special Operations Unit member, or other Department unit.
3. Classification as intelligence only.

C. The Investigations Sergeant shall be responsible for completing the following areas on the bottom of the Criminal Intelligence Sheet:

1. Action Taken
2. Case Number Generated
3. Case Assigned To
4. Date Copied to Intelligence File
5. Purge Date

.60 Intelligence—Dissemination to Members

A. To ensure that Department personnel are properly notified of criminal intelligence and notification correspondences, the Investigations Sergeant shall evaluate the information and determine the best method for distributing it within the Department. Methods of distribution may include:

1. Posting in Roll Call
2. Copy to the Investigations file
3. Copy circulated to all Investigations members
4. Copy circulated to all sworn members or selected groups, either on paper or electronically

B. Should a member receive a correspondence similar to those named above in section .45 and is unsure if it has been copied and properly routed, the member shall forward it to the Investigations Sergeant. Correspondences that are in compliance with this procedure will bear a label (handwritten or typed) and/or a circulation ticket.

C. After distribution or circulation, all criminal intelligence and notification correspondences shall be forwarded to the Support Division Police Services Specialist for filing.

.65 Intelligence—Filing

A. All intelligence information collected shall be included in an appropriate file. The Investigations Sergeant shall determine the format for filing. In each case, intelligence files shall minimally include:

1. The nature of the alleged criminal activity or threat
2. An identifiable location of the alleged criminal activity or threat
3. The source of the information
4. All action taken by Department members in response to the information gathered
5. Classification of the information after analysis

.70 Intelligence File—Security and Storage

A. Intelligence files for the Department shall be maintained in the Investigations Section under the control of the Investigations Sergeant, with limited access in order to prevent compromise and protect the integrity of the system. Manual files shall be secured in locked file cabinets and computer files shall be secured through the use of passwords. Access to restricted or classified intelligence information shall be limited to:

1. Chief of Police
2. Deputy Chief of Support
3. Investigations Sergeant
4. Other sworn members of the Department engaged in a related investigation, with the approval of the Chief of Police

.75 Intelligence File—Types

A. The Investigations Sergeant shall designate each intelligence file based on the following criteria:

1. **Permanent Intelligence Files**—Files that name a particular person by name, address or DOB, or a particular organization where the identification can be specifically made and there has been confirmed criminal activity within a three-year period.
2. **Temporary Intelligence Files**—Files where a subject or organization can only be described but not specifically named. If a positive I.D. can be made within a year then the file can be reclassified as permanent.
3. **Working Files**—Files where information is received about a subject or organization but no verification has been made as to the accuracy of the information.

.80 Intelligence Classification

A. Intelligence collected and analyzed is by its nature, law enforcement sensitive and shall not be shared with or disseminated to non-members. Members gathering intelligence information may make recommendations as to the classification of the information they submit. Based upon operational or urgent need, supervisors may approve and distribute intelligence information in the form of patrol alerts or intelligence alerts, for law enforcement purposes. However, the Investigations Sergeant may reclassify any information and shall determine the final classification. The Investigations Sergeant shall consider the implications of the release of intelligence information to various law enforcement personnel, and assign one of the following classifications:

1. **General**—Information suitable for dissemination to all members
2. **Restricted**—Information suitable for selected sworn police personnel, or other law enforcement agencies.
3. **Classified**—Information suitable only for those members with a demonstrated need to know.

B. Intelligence information shall only be distributed to other criminal justice agencies when needed to pursue a criminal investigation. In cases where Department members receive intelligence information from other agencies, the information shall be classified as indicated by the originating agency. If the originating agency does not specify the classification level, Glendale Heights Police Department classification criteria shall apply.

.85 Requests for Intelligence Information

All requests for restricted and classified intelligence information shall be directed to and approved for release by the Deputy Chief of Support or his/her designee. General Intelligence Bulletins released by Department members shall be clearly marked “**Law Enforcement Sensitive—Not for Public Dissemination,**” and their dissemination shall be limited to Department personnel and local law enforcement agencies. This information is provided to keep officers abreast of current offenders and criminal activity in our area.

.90 Release of Intelligence Information Restricted

The dissemination of intelligence information possessed by the Glendale Heights Police Department is permitted on a need-to-know basis. No Department member shall confirm or deny the existence of any intelligence, investigative, criminal, or any other Department record or information to any person or agency not specifically authorized to receive such information. Those authorized to receive such information shall be limited to members of this Department or another criminal justice agency, only if they have need for the information in the performance of their official duties.

.95 File Review and Destruction

A. Intelligence files shall be reviewed annually by the Investigations Sergeant. The Investigations Sergeant shall purge intelligence information from the files if it is no longer of investigative value or found to be incorrect or out-of-date. Files shall be purged as follows:

1. **Permanent File**—If no criminal activity can be confirmed within a three (3) year period the file shall be purged.
2. **Temporary File**—These files shall be purged at the end of one year if during that time a positive I.D. cannot be made of the person or organization. If a positive I.D. can be made within a year the file can be reclassified as permanent.
3. **Working File**—If no verification has been made as to the accuracy of the information, a working file shall be purged after sixty days.

B. The Investigations Sergeant shall complete a memorandum documenting the annual purge and review of intelligence files, and submit it to the Deputy Chief of Support.

C. All purged files shall be placed in an archive file for a period of three years. Destruction of archive files after the three year period may be done in accordance with Department records retention schedules and GO #3600.

.100 Use of Specialized Personnel and Equipment

The Deputy Chief of Support shall maintain a liaison with other law enforcement agencies to provide access to specialized personnel and equipment needed to support the intelligence function. Specialized personnel and equipment needs shall be determined prior to the initiation of any operation and may include audio/visual monitoring equipment, use of specially designed surveillance vehicles, and technicians trained in the operation of such equipment. The Chief of Police shall authorize the use and procurement of any surveillance equipment necessary to carry out these operations. The use of any specialized intelligence equipment is limited to those officers who have been trained in the safe, effective and legal use of such equipment.

.105 Training

All Department members play a role in criminal intelligence and the sharing of information. All members shall receive documented training on the collection and dissemination of criminal intelligence information, including the policies and procedures contained within this order.

The Deputy Chief of Support shall ensure that the Investigations Sergeant receives documented training in the management of the criminal intelligence function.

.110 Annual Review

A documented annual review of the Department's criminal intelligence function shall be conducted by the Deputy Chief of Support or his/her designee. The review shall include an evaluation of the Department's procedures and processes, and may also include a review of recent court decisions and national best practices. The review shall include the Investigations Sergeant's summary memorandum of files purged during the previous year.