

		Policy & Procedures			No. 2.07	
		Subject:				
		Criminal Intelligence				
		Issuing Authority:		Effective Date:	Review Date:	
		Chief of Police		11/06/2014	09/09/23	
				References:		
Review						
Revision	12/20/2016					
Reissued	12/20/2018					
Dates:	02/02/2020					

CALEA STANDARDS

42.1.5 2.1.4

Purpose Intelligence is an activity principal concerned with collecting, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities with appropriate entities, not always specifically related to a current criminal investigation. It is imperative to ensure the legality and integrity of the collection/handling/and sharing process. Legal and privacy requirements prohibit collection and sharing of information by law enforcement if it does not meet the criminal activity or potential threat standard. **42.1.5 (2E)**

Policy It is the policy of the Canton Police Department that:

- Intelligence gathering efforts shall not interfere with the exercise of constitutionally guaranteed rights and privileges; and
- No intelligence information shall be gathered or retained unless it specifically relates to criminal conduct or to activities that present a threat to the community.

Procedures

Description of the Function 42.1.5 (2A)

Intelligence gathering activities are important in all agencies. All agencies, regardless of size, must have a criminal intelligence function. The need to develop and share information and criminal intelligence across all levels of government is imperative. Each agency has a stake in the development and exchange of suspicious incidents, information, and criminal intelligence.

Responsibility for Maintaining Intelligence Information

Under the supervision of the Criminal Investigations Unit Supervisor, members of the Detective Bureau shall be designated as the intelligence component of the agency and shall be responsible for the following: **42.1.5 (2A)**

- Gather and organize intelligence information coming into the department through the use of field interview reports, informants/confidential sources, standard reporting procedures, investigation techniques, risk assessments, and other sources. **42.1.5 (2E)**
- The CIU Supervisor shall monitor the data gathering, local analysis, and storage processes to ensure that all information receives appropriate disposition and that only appropriate information is retained. **42.1.5 (2E,F)**
- The CIU Supervisor or designee is responsible for the dissemination of intelligence information to appropriate department personnel so that investigations may be initiated when appropriate. **42.1.5 (2E)**
- The CIU Supervisor shall be the designated intelligence liaison for joint efforts and information exchanges with federal, state and local law enforcement agencies.

Storing and Safeguarding Criminal Intelligence Information 42.1.5 (2C)

- All record files shall include the subject's name, address and associated incident, arrest, investigative, or call number(s) and shall be so filed as to be retrievable by any of these data fields.
- Because of the highly sensitive nature of these activities, records concerning active intelligence gathering and intelligence records shall be maintained separately from central records and central investigative records. These records shall be maintained in the CIU office in a secured file and shall be accessed only by the officer in charge of the investigation, the CIU Supervisor, the Chief of Police, and other specifically authorized personnel. **42.1.5 (2C,D,I)**
- Data processing systems used for these purposes shall be password-protected to limit access to authorized personnel, only. Access authorization shall be controlled by the CIU Supervisor and the IT Coordinator. **42.1.5 (2D II) (2C)**
- All agency personnel who develop intelligence information shall ensure that the information is documented in a memo, field interview, or incident report and that it is forwarded to the CIU Supervisor through their supervisor. **42.1.5 (2B)**
- The CIU Supervisor will assign any follow-up investigation and inform affected department personnel or outside agencies of the information as appropriate and necessary. The CIU Supervisor will ensure that all out-of-

date or incorrect information is purged, preferably by shredding documents, and will conduct an annual review of procedures and processes. **42.1.5 (2F,G)**

- All intelligence reports developed locally will indicate the source of information from which the data was obtained. The source will be evaluated as to its accuracy and validity. Attempts should be made to substantiate the information through the other sources. Also see Confidential Informants Policy 2.01

Processing Intelligence Data

- The information gathered shall be subjected to review and analysis to derive its meaning and value. Information received from outside sources shall be recorded in the appropriate call log or report narrative (OF, AR, IV, FI) as determined by the supervisor. The CIU Supervisor or assigned detective will review information to ensure that what is collected and retained relates to criminal conduct or to activities that present a potential threat to the jurisdiction. **42.1.5 (2F)**
- Information received from preliminary investigations or reports shall use the assigned numbers.
 - o If a record has not received a number, it will be assigned one prior to being submitted to the CIU Supervisor.

Utilization of Intelligence Personnel 2.1.4; 42.1.5 (2C)

- Local analysis of criminal intelligence information will be supervised by the CIU Supervisor. Where necessary, the analysis of data can be accomplished by trained professional analysts, which may include:
 - o Massachusetts Fusion Center: 978-451-3700;
 - o New England State Police Intelligence Network (NESPIN): 508-528-8200;
 - o FBI Boston (617) 742-5533 Fax# (617) 742-5533
 - o Immigration Customs Enforcement (ICE) Boston Field Office (671)359-7500

If our agency needs intelligence data analyzed the Chief of Police, as the liaison, will make initial contact with these agencies.

Techniques

- Patrol officers and/or detectives record information by completing Field Interview Reports when encountering suspicious activity and forwarding the information via IMC records Field Entry report. All computer entries are password protected.

Training

- Training for all affected personnel is conducted and documented by the Training Coordinator or designee in collaboration with the CIU Supervisor. Training can occur as part of roll call and should emphasize that all personnel, regardless of their jobs, have a role in criminal intelligence and the sharing of information. **42.1.5 (2E)**