

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 496-I

REFERENCE STANDARDS: 40.2.1 40.2.3

---

SUBJECT: Criminal and Gang Intelligence

POLICY: The Hanover Park Police Department is dedicated to the investigation, suppression, and prevention of criminal activity by street gangs and other criminal organizations that may pose a threat to the public's safety. The accurate gathering, documenting and sharing of information pertaining to street gangs and other criminal organizations is necessary to further this goal. (40.2.3a) (40.2.3c)

PURPOSE: The purpose of this policy is to outline the steps necessary to identify, document, and record gang crime, gang members, and criminal intelligence information. (40.2.3a)

## I. DEFINITIONS

### A. Street Gangs

1. The Hanover Park Police Department defines a street gang as an ongoing organization, association, or group consisting of three or more persons, whether formal or informal, and having as one of its primary activities the commission of one or more criminal acts. The group or organization has a common name or common identifying sign, symbol or specific color apparel displayed, whose members, individually or collectively, engage in or have engaged in a pattern of criminal activity.

### B. Gang Activity

Gang activity may consist of one or more of the following:

1. Involves known gang members or associates.
2. Is done as a furtherance or demonstration of gang membership.
3. Is conflict oriented (i.e., gang versus gang).
4. Was done in furtherance of financial gain to the gang or gang member.

### C. Gang Member (40.2.3b)

---

**POLICE OPERATIONS MANUAL**

**Dir.#: 496-I**

**Issued: 10/12/2000**

**Eff: 10/12/2000**

**Rev: 10/09/2020**

**VILLAGE OF HANOVER PARK**

**Rescinds:**

**Auth:**

Reasonable suspicion must be evident prior to classifying an individual as a street gang member. Self-admission to gang membership is sufficient to classify an individual as a gang member. Two or more of the following observations may be indicative of street gang membership:

1. Admits membership.
2. Is named by two or more identified gang members as being a member of their gang or family.
3. County jail or prison correspondence exists wherein the individual identifies himself as a gang member.
4. Tattooed with gang symbols.
5. Involved in gang-related crimes.
6. Photo that indicates gang affiliation.
7. Contacted in the field by police while participating in gang-related activity.
8. Wearing of street gang colors or insignias.
9. In possession of gang paraphernalia.
10. Wears clothing or jewelry that is indicative of gang membership.
11. Gang hand signals made by the individual in question.
12. Documentation of the suspect frequently in the presence of gang members.
  - a. If an officer determines that an individual meets 2 or more the above mentioned criteria or that person self admits to being a gang member and the officer wants that individual to entered in the LEADS data base as a gang member that officer will generate a Field Based Reporting (FBR) report. The report will contain details of any of the above mentioned indicators. The report will be titled Field Contact and coded 9111(field contact). The additional code of 9765, gang related activity, will be also used for tracking purposes. (40.2.3c)

**D. Gang Member Associate**

A gang member associate is a person who does not meet the above listed criteria, but who associates with known or LEADS entered gang members. An associate can be a person who admits to past membership or associates with other gang members on two or more occasions.

E. Gang Field Contacts (40.2.3a)

The following shall be done in order to maintain current gang intelligence information.

1. Officers shall complete a gang field contact card when:
  - a. The subject is classified as a gang member using established criteria.
  - b. There is no prior LEADS computer entry.
  - c. Investigation reveals that the subject's gang affiliation, or other significant personal data has changed and that person is already LEADS entered.
2. The shift supervisor shall inspect the gang field contact cards to ensure that this policy is followed and that all pertinent information is complete and approve or disapprove the information for computerized entry into the LEADS system according to established LEADS policy. (40.2.3c)
3. The field contact cards shall be forwarded to the Special Operations Group Supervisor for entry into the Hanover Park Police Department in-house Gang Database. The original field contact cards will be maintained for a period in accordance with State Statute in the records section. (40.2.3d) Juvenile contacts will be indicated on the field contact card, and will be stored separately from the adult records.
4. The field contact cards shall be provided to the records section for computerized entry into LEADS and CJIS. (40.2.3c)
5. LEADS add-on entries shall be done for previously identified gang members.
6. Individuals who have been entered into the LEADS Gang File must request in writing to be removed from the LEADS system. Voiding or canceling gang membership shall be done in accordance with established LEADS procedure. Justification for gang membership removal includes: (40.2.3d)
  - a. A determination that the individual is no longer a gang member, or
  - b. The person has been reported as deceased.
7. Mediations or requests by an individual to be removed from the LEADS system, or in-house gang database, shall only be done with the approval of the Special Operations Group Supervisor overseeing tactical officers after review of the facts. The Staff Service Division shall delete only original LEADS entries made by the Hanover Park Police Department, and all other requests shall be referred to the appropriate law enforcement agency for consideration. (40.2.3d)

F. Confidentiality (40.2.3b)

1. To protect the civil rights of all citizens, entry into any database file is prohibited unless the individual is properly determined to be a street gang member as previously defined.

2. Individuals determined to be members or associates of any street gang may be entered into the Hanover Park Police Department's in-house gang database for intelligence purposes.
3. Individuals may not be entered into LEADS as a gang member unless the law enforcement community has previously identified the street gang. The gang name must appear in the LEADS help file LHR.GNGNAM before entry can be made. (40.2.3c)
4. All information contained in the Hanover Park Police Department in-house gang database and intelligence files are confidential, and shall not be released unless it serves a legitimate law enforcement purpose, and shall only be released to other law enforcement agencies. (40.2.3c)

G. Determining Gang Crime Statistics

1. Officers will utilize the code 9765, Gang Related Activity, in their reports.

II. CRIMINAL INTELLIGENCE INFORMATION (40.2.1) (40.2.3a)

A. Administration. The function of gathering, maintaining, analyzing, and distributing of criminal intelligence information shall be the responsibility of the Intelligence Unit. Intelligence information gathering will be limited to: (40.2.3c)

1. That which pertains to on-going criminal conduct and which relates to presenting a potential threat to the community at large.
2. No intelligence information will be gathered as it relates to activities associated with special events, visits by dignitaries, or sporting events unless the information sought is necessary to fulfill a legal law enforcement purpose.
3. Intelligence information gathering related to political or other non-criminal related activities are prohibited.

B. Functions (40.2.3b)

1. Record maintenance. All gang, vice, illegal drug trafficking, terrorism, and organized criminal enterprise intelligence information shall be forwarded to the Investigations Division supervisor for review. These records shall then be maintained separately from other official police reports. They include:
  - a. In-house gang database programs.
  - b. Narcotics files and confidential informant files.
  - c. Sex offender information.
  - d. Autotrack search and retrieval system.
  - e. Mid-states Organized Crime Information Center files.

2. Intelligence Information Retrieval. All intelligence information systems shall be safeguarded and stored in a manner that protects access to the information to only authorized persons as designated by the Investigations Division supervisor. All computer programs shall contain user assigned passwords to protected programs, or shall have user logs to monitor intelligence information use. Only authorized personnel shall enter, modify, remove or delete information from these systems.
  - a. A police officer assigned as the Intelligence Officer shall be responsible for compiling, evaluating, storing, and disseminating intelligence data to fulfill a needed law enforcement purpose.
  - b. The Intelligence Officer will act as a central depository for criminal data, intelligence information, field contact cards, and gang intelligence files.
  - c. The Intelligence Officer shall analyze data and information and prepare intelligence bulletins and crime analysis to department members or criminal justice agencies on a need-to-know basis.
3. Training/Equipment Use. All Hanover Park department personnel shall exercise reasonable concern in an effort to protect the civil rights of all persons they encounter in an effort to gather intelligence information necessary to meet a legal and proper law enforcement purpose. Therefore, personnel involved with collecting intelligence information shall:
  - a. Be trained in the safe, effective and legal use of specialized surveillance equipment prior to using the equipment in the field operation.
  - b. All use of specialized surveillance equipment shall be clearly documented in an incident/offense or supplemental report that defines the purpose, duration, and outcome of the surveillance detail. This would include the use of all authorized audio and video monitoring equipment, and specially designed surveillance vehicles.
  - c. Use of unauthorized equipment or vehicles is prohibited.

### III. PHOTOGRAPHS (40.2.3b)

- A. Photographs can be taken of a person who is in plain view in a public place.
- B. Photographs can be taken of a person who is stopped at a valid investigative stop pursuant to section 5/107-14 of the Illinois Code of Criminal Procedure (Temporary Questioning Without Arrest) or a Terry stop. The photograph can only be of what that person was exposing to the public, i.e. the face or clothing. It is not permissible to force a person to remove clothing to be able to photograph a tattoo, scar or other physical characteristic.
- C. Photographs obtained are to be maintained as other intelligence information outlined in II.B.1 of this directive.