

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 503-S

REFERENCE STANDARDS: 51.1.1 51.1.2

SUBJECT: Criminal Intelligence Management

POLICY: The Criminal Intelligence function for the Hanover Park Police Department is based within the Investigations Division with an individual assigned as the Intelligence Officer. Criminal Intelligence Management is the responsibility of the Intelligence Officer under the command of the Investigations Division Commander. The Chief of Police has the ultimate authority over the operation of the Criminal Intelligence function. The mission of the Crime Analysis Unit includes providing the department with an intelligence file support system which legitimately meets the needs of the department in carrying out its effort to protect the public through suppression of future criminal activity. All department members are responsible for reporting of intelligence. All intelligence received by an employee remains the property of the Hanover Park Police Department, not the officer, from the moment it is received. Officers shall not hoard intelligence information and shall not personally disseminate intelligence documents, except in an emergency. Written intelligence information shall be assigned, logged, and disseminated only by staff in the Crime Analysis Unit. This does not prohibit the daily exchange of verbal information between officers and agencies.

I. Definitions

Intelligence – Relevant information about past, present, or future criminal activity collected from numerous sources of varied reliability.

Field Interview Card, Intelligence Office Memos & Incident Offense Report - The properly formatted department forms used to submit criminal activity or field contacts.

II. Procedure

A. SCOPE OF INTELLIGENCE COLLECTION (51.1.1)

1. Intelligence is collected regarding individual and organized criminal activities. Examples include:

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- a. Narcotics
- b. Prostitution
- c. Robbery
- d. Homicide
- e. Gang Activity

- 2. Intelligence is collected on organizations or individuals which:
 - a. Advocate the use of violence or other unlawful means against any governmental organization.
 - b. Finance violent or other unlawful activity.
 - c. Threaten, plan, or commit acts of violence or other criminal acts.
 - d. Under **no circumstances** shall information be gathered solely on the basis of race, creed, color, national origin, sexual preference, or political or religious beliefs.

B. INFORMATION COLLECTION (51.1.1)

- 1. Any Police Department employee may submit intelligence to Crime Analysis using:
 - a. Field Interview cards and/or Incident Offense Reports
 - b. Inter-Office Memos

C. EVALUATION (51.1.1)

- 1. All intelligence will be reviewed and processed daily, except on weekends and holidays.
- 2. All intelligence reports must be signed by the submitting employee.
- 3. Submitting employee shall indicate appropriate source and information reliability or verification.
- 4. Crime Analysis staff shall conduct additional research as needed to help verification of information.
- 5. The information shall be entered in to a database and the Intelligence Officer shall insure information security from unauthorized access, either physically or electronically. The database shall not be accessible through the Village of Hanover Park Network System.
- 6. The system shall include a purge system including a purge date which is adjusted based on police activity.
- 7. Access to the locked intelligence filing cabinet and computer workstation for the intelligence data shall be limited to the Intelligence Officer and the Investigations Division Commander.

D. ANALYSIS (51.1.1)

1. Role of the Criminal Intelligence Analyst
 - a. Guide collection of intelligence data.
 - b. Evaluate intelligence.
 - c. Suggest operational recommendations.
 - d. Provide information to executive decision-maker.
2. Crime Analysis staff shall maintain close working relationships with patrol officers and investigators and shall daily update their knowledge of events and incidents occurring in the field.

E. DISSEMINATION (51.1.2)

1. The submitting officer will control dissemination of information he has submitted. Release to other criminal justice agencies requires a need to know and must include a case number, if available.
2. The Investigations Division Commander or his designee may disseminate intelligence as appropriate.
3. The Intelligence Officer shall attend outside agency meetings, ie: Detective and Gang Monthly Meetings, for the purpose of disseminating and receiving intelligence related material for distribution within the law enforcement community.
4. A disclaimer will be included on all disseminations.
5. Release of any criminal information bulletin or other intelligence outside the Police Department to a non-criminal justice agency shall be approved by the Chief of Police or his designee.

F. PURGE CRITERIA (51.1.1)

1. The Police Department purges intelligence to insure the file is current, accurate and relevant. State and Federal Laws safeguard an individual's right to privacy.
 - a. Intelligence information received by the unit will be maintained for a period to comply with State law.
 - b. The Deputy Chief of Operations may extend the life of files indefinitely if information meets the following criteria:
 - 1) The file contains information on subjects groups or organizations which are considered a threat to government, law enforcement, or citizens.

- 2) The file is still useful to the Hanover Park Police Department or is part of an ongoing investigation.
2. When a name is added to the intelligence database, a purge date will be calculated by adding five (5) years to the date of submission.
3. It shall be the intelligence officer's responsibility to run a query each month of the intelligence database for subjects that have met the purge date.
4. After review, if this subject is determined to pose a threat to officer safety, the file will be extended for five (5) years.
5. After review, if this subject is **not** a threat to officer safety, the intelligence file and name will be removed from the computer database.
6. Purge Log
 - a. All purged intelligence files will be recorded in the Purge Log which shall include:
 - (1) File/Report number
 - (2) Date of purge
 - (3) Reason for purge
 - (4) Disposition of file material
 - (5) If it is determined that information contained is seriously incorrect, then the intelligence officer will bring this to the attention of the Investigations Division Commander. The information shall then be corrected or the file purged as inaccurate.

G. STORAGE AND SECURITY OF INTELLIGENCE RECORDS (51.1.2)

1. The intelligence database will be maintained on a secure PC. This will ensure the system is secure and prevent unauthorized attempts to:
 - a. Access.
 - b. Modify.
 - c. Remove.
 - d. Destroy stored information.
2. Intelligence stored on computer hard drive should be protected by password or account system to prevent unauthorized access.
3. The highly sensitive nature of intelligence files require:
 - a. Records be maintained separately from other agency records to:
 - (1) Prevent compromise.
 - (2) Protect the integrity of the system.

4. The equipment, records and process will be maintained in a separate secured area within the police department and shall be locked securely after normal working hours.
 - a. Locked area with keyed entry.
 - b. Limited access to records.

H. ANNUAL REVIEW (42.1.6i 5thED)

1. The Investigations Division Commander or his/her designee shall conduct an annual review of intelligence procedures and processes.