



# Garner Police Department Written Directive

**Chapter:** 800 - Operations

**Directive:** 840.04 - Intelligence Activities

**Authorized by:** Chief Brandon Zuidema

**Effective Date:** January 1, 2015

**CALEA Standards:** 42.1.6 (5<sup>th</sup> Edition)

**Last Revision:** April 4, 2011

## 840.4.1 - Purpose

The purpose of this directive is to establish policy and procedures for gathering, analyzing, and distributing information regarding intelligence activities affecting the enforcement operations of the Garner Police Department.

## 840.4.2 - Policy

It is the policy of the Garner Police Department to recognize the importance of confidential sources of information as legitimate investigative tools for police operations. The Department maintains and operates an intelligence function intended to support other agency operations and provide for coordination with all federal, state, and local law enforcement.

The intelligence function is not intended strictly for enforcement activity, but is a source of information for operational units. It is incumbent upon each officer of the Department to participate in the intelligence gathering function. Patrol and investigative units can contribute viable information that enhances the Department's commitment to the community.

## 840.4.3 - Definitions

- A. Civil Disorder - Overt acts of defiance by groups or associations of persons usually against established laws and rules of order. These acts can result in spontaneous outbreaks of violence resulting in personal injuries and loss of property.
- B. Criminal Information - any knowledge pertaining to the organization and operation of criminal activity and its immediate or anticipated impact upon the community from a law enforcement and/or public safety perspective.
- C. Criminal Intelligence – Information that has been screened and evaluated and has been found to have relevant operational value.
- D. Subversive Activity - Any overt or covert activity practiced by groups or associations of persons to achieve goals that are usually contrary and detrimental to the welfare of the community. Activities such as this often embrace or adopt resolutions to overthrow established political governments, intimidate and harass ethnic, racial, and religious groups through the use of terrorist acts, civil disorder, or other illegal methods.
- E. Terrorism - Acts of violence designed to intimidate, harass, and otherwise cripple or eliminate opposition or resistance to political, mercenary, or commercial goals committed against individual persons and/or the general public.

**840.4.4 – Administration (42.1.6)**

- A. Intelligence activities performed within the Department will include collecting, analyzing, disseminating, and using information related to criminal activities and suspicious incidents that present a threat to the community.
- B. The Special Investigations Unit (SIU) Sergeant is assigned responsibility for supervising intelligence gathering and tracking activities for the Department. Personnel aware of information of an intelligence nature are to report this knowledge directly to the SIU Sergeant or the Criminal Investigations Division Lieutenant if the SIU Sergeant is unavailable.
  - 1. Records pertaining to intelligence gathering activities will be maintained by the SIU Sergeant in a secure file separate from the central records system.
  - 2. Access to intelligence information will be limited to the Crime Analyst and the SIU Sergeant and his chain-of-command.
    - a. The Crime Analyst and the SIU Sergeant will share primary responsibility for the analysis of intelligence information.
    - b. Dissemination of intelligence information to other Department employees or to other law enforcement agencies will be on a "need-to-know" basis.
  - 3. The SIU Sergeant will review the intelligence records and files annually to ensure the procedures and processes for intelligence gathering are being followed per directive.
  - 4. Records will be purged based on the following:
    - a. Continued usefulness of the information;
    - b. Whether information has remained current;
    - c. Reliability of the information;
    - d. Availability of related information;
    - e. Availability of information source;
    - f. Is the information adequate for identification purposes; and
    - g. Relevancy of the information to police needs.
- C. The Department will maintain liaison with federal, state, and local agencies for the purpose of exchanging intelligence information. The Criminal Investigations Division Lieutenant will be responsible for coordinating efforts between the Department and other agencies.
- D. Criminal intelligence will be provided to other units within the Department when necessary. Personnel provided this information will report back to the SIU Sergeant regarding the information's value, timeliness, and any action taken or recommended. This report will be maintained in the intelligence files.
- E. Intelligence information related to terrorism will be forwarded to the North Carolina State Bureau of Investigation (SBI) Information Sharing and Analysis Center (ISAAC). Information may be forwarded via telephone (1-888-NCISAAC) or on-line at [NCISAAC@ncdoj.gov](mailto:NCISAAC@ncdoj.gov).

**840.4.5 – Operations (42.1.6)**

- A. The Special Investigations Unit Sergeant will be responsible for ensuring that information gathered will be for legitimate investigative objectives relating to the control and prevention of criminal conduct, and will be used only for lawful police purposes. Intelligence gathering activity will be conducted and intelligence files will be established and/or maintained under the following conditions:
1. Information can be gathered pertaining to known or suspected criminals and criminal operations to identify crime patterns and trends, criminal conspiracies, and criminal associates, or to develop probable cause regarding criminal acts and threats of criminal acts; or
  2. Information may be gathered on violations of law, events, or conditions occurring in other jurisdictions that may have a threatening effect on life and property within the Town.
- B. Intelligence gathering will be directed primarily towards the following areas:
1. Subversive activity, such as illegal conduct intended to intimidate, harass, or otherwise interfere with the peaceful pursuits of persons or groups of persons;
  2. Terrorism, such as acts of criminal homicide and serious assaults motivated by extreme opposition to racial, religious, or political beliefs;
  3. Civil disorder, such as acts or anticipated acts of open defiance with the potential for violence and destruction of property; and
  4. Organized crime, such as illegal drug trafficking, gambling, prostitution, fencing operations, and other ongoing organized criminal activity.
- C. Department policy prohibits the collection of information that has no operational value. Specifically, information will not be gathered or retained solely:
1. For interest purposes;
  2. On the basis of an individual's religion or political affiliations;
  3. Because a person supports an unpopular cause; or
  4. Because of a person's ethnicity or race.
- D. The Department will make specialized equipment available to support the intelligence gathering function.
1. This equipment may include, but will not be limited to, audiovisual monitoring equipment and camera equipment.
  2. The Special Investigations Unit Sergeant will be responsible for controlling surveillance and undercover equipment owned or used by the Department.
- E. Departmental personnel and equipment will be used only with intelligence gathering activity authorized by this directive, and will be done in full compliance with all laws. Personnel are to take steps to avoid indiscriminate collection or distribution of information.
- F. Intelligence gathering often involves surveillance activities. These efforts shall be conducted in accordance with GPD Directive 840.02, *Drugs, Vice, and Organized Crime*.

- G. The anonymity of informants will be secured as outlined in GPD Directive 840.03, *Management of Confidential Informants*.
- H. Funds used for acquiring information and other related confidential endeavors will be disbursed and controlled as required by GPD Directive 840.03, *Management of Confidential Informants*.

**840.4.6 - Duties and Responsibilities (42.1.6)**

- A. In order to be efficient and effective, the intelligence process must be carried out by all Department employees.
- B. Department employees will have the following responsibilities related to intelligence gathering based on assignment:
  - 1. Non-Supervisory Officers
    - a. Know the areas of intelligence of interest to the Department;
    - b. Collect and refer information to the SIU Sergeant, and
    - c. Develop and maintain sources of information.
  - 2. Supervisors
    - a. Review reports and investigations for intelligence information, and
    - b. Develop and maintain sources of information.
  - 3. Command level officers will maintain liaison with the SIU Sergeant to:
    - a. Receive briefings when appropriate or necessary;
    - b. Remain current on persons and locations of intelligence interest to the Department;
    - c. Provide information to the Criminal Investigations Division, and
    - d. Request information from the SIU Sergeant.

**840.4.7 – Training (42.1.6)**

Opportunities will be provided to all personnel to obtain training related to suspicious incidents and criminal intelligence activities. Such training will be offered through delivery methods such as roll call, in-service, on-line, and outside course offerings.