

NEW CANAAN POLICE DEPARTMENT

SUBJECT: CRIMINAL INTELLIGENCE

GENERAL ORDER NUMBER: 89-10-63

FILE: OPS 10

OPERATIONS SUPPORT

I PURPOSE/POLICY

The New Canaan Police Department recognizes that the gathering, analysis and dissemination of intelligence information, as it relates to criminal conduct and potential threats to public safety, is a necessary and important function.

The purpose of this general order is to establish procedures and policies regarding intelligence activities.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this General Order. It is the additional responsibility of the Commander of the Investigative Section and the Chief of Police to ensure compliance.

III PROCEDURES

A The Commander of the Investigative Section shall be responsible for directing and maintaining records of intelligence activities. These responsibilities include;

- 1.** Supervising the procedures established to ensure the anonymity of informants that provide intelligence information (re: General Order 89-8-61, Informants).
- 2.** Determining the legal viability of intelligence information received.
 - a.** Information collected will be limited to criminal conduct and potential threats to public safety.
 - b.** Information collected will not be distributed to outside law enforcement personnel or agencies unless a specific need to know can be demonstrated.
- 3.** Supervising any intelligence operations that involve use of department personnel or equipment. Intelligence operations will not be conducted without the prior approval of the Chief of Police or designee.

4. Reviewing the quality and type of information forwarded for inclusion in the intelligence file. Information that is appropriate for filing would include:
 - a. Illegal drug activity
 - b. Organized crime or vice information
 - c. Persons engaged in corrupt practices
 - d. Subversive activity
 - e. Information indicating a potential for terrorism or civil disorder
5. Conducting a periodic review of the intelligence file to ensure that out-dated and/or incorrect information is purged.

B When the Chief of Police or his designee determine a need for funds or payments to an informant for intelligence purposes, such disbursements will be made and accounted for under the procedures established in General Order 89-8-61, Informants.

C All intelligence information will be secured in a locked file in the office of the Commander of the Investigative Section. The only other personnel authorized to have access to intelligence information are the Chief of Police or his designee.

1. All intelligence will be analyzed and collated for these files by the Commander of the Investigative Section while the office is locked.
2. An automated intelligence file may be utilized to store intelligence information. When used, it's contents will be safeguarded against unauthorized attempts to access, modify, remove or destroy stored information.
3. Intelligence information from these files may be distributed to personnel from criminal justice agencies under the following conditions;
 - a. A genuine need to know can be documented by the agency.
 - b. A record of the release, and the reason for its release, is maintained in the intelligence file.

D The Commander of the Investigative Section shall have overall responsibility for the maintenance and exchange of intelligence information forwarded to or received from other law enforcement agencies. The function of intelligence liaison shall be performed by the department's designated Intelligence Liaison Officer (ILO).

1. The position of ILO will be appointed by the Chief of Police. An assistant ILO may be appointed at the Chief's discretion.
 - a. The ILO shall have sufficient training and experience to meet the requirements of the ILO position as required by the Connecticut Intelligence Center (CTIC).
2. The ILO will be the police department's single point of contact with CTIC and shall be responsible for:

- a. Disseminating intelligence information received from CTIC within the department. CTIC information will be sent to the ILO on a regular basis via email.
 - 1) Information collected and disseminated to departmental personnel will be limited to criminal conduct and/or relates to activities that present a potential threat to the town. This shall be accomplished by:
 - a) Reviewing and evaluating the information received for relevancy, sensitivity, etc.
 - b) Purging, shredding, and/or deleting irrelevant information.
 - c) Only disseminating applicable information to departmental personnel.
 - b. Facilitating requests from CTIC for intelligence information.
 - 1) All information forwarded to the CTIC will be documented through an intelligence file, case report, or other form of documentation.
 - c. Requesting information from CTIC.
 - d. Ensuring that the appropriate information generated by the police department is submitted in a timely basis to CTIC. Whenever possible, the ILO shall evaluate the information for relevancy and validity prior to submission to the CTIC.
 - e. Identifying potential sources of criminal or terrorist activity, target areas, risk sites and areas or businesses which would be of interest to the CTIC.
 - f. Purging any out of date or incorrect information that may be received from CTIC and/or correcting any incorrect submissions made by the police department to CTIC.
- 3.** Information disseminated to agency personnel will be sent to each officer via a secure email address. If a hardcopy is created and posted within the department by the ILO, it will not be available to the general public.
- a. Information disseminated through CTIC is not to be disseminated to the public, nor is it to be disseminated to other law enforcement agencies without prior CTIC approval.
 - b. Intelligence information obtained will be forwarded to the Commander of Investigations for his/her review and potential inclusion into the intelligence file. Excluding 3.a above, the maintaining, security and purging of CTIC intelligence information will be identical to that of other intelligence information held by the police department.
- 4.** All records and documentation associated with CTIC will be held in accordance with CTIC, state and federal requirements.

5. Officers shall check their email regularly for any CTIC or other critical information. In addition, officers must recognize their role in obtaining criminal intelligence information and for forwarding that information to the Commander of Investigations as soon as possible.
 - a. Any intelligence information obtained shall be submitted to the Commander of Investigations as outlined in Section IV, A of General Order 89-9-62, ORGANIZED CRIME AND VICE CONTROL.
 - b. Officers shall receive training on intelligence procedures as it relates to criminal activity and homeland security activities during their field training program as well as on an “as needed basis”.
6. The Commander of Operations or his designee shall conduct an annual review of these procedures and processes for compliance and necessary procedural changes, if any.

IV FACILITIES AND EQUIPMENT

- A The department will, upon authorization of the Chief, make available equipment designed or suitable for intelligence operations through;
 1. Use of department equipment, such as audio and audio- visual recording equipment, binoculars, unmarked vehicles, or other equipment.
 2. Lending arrangements of surveillance equipment with other police agencies.
 3. Leasing arrangements of surveillance equipment.
 4. Purchase of surveillance equipment through budget line items, or as a result of money disbursed through forfeiture proceedings
- B All intelligence records will be stored separately in a locked file in the office of the Commander of the Investigative Section. This includes any audio, audiovisual, or photographic record that is of an intelligence nature.
 1. When intelligence activities result in the logging of a criminal complaint, all records that are evidentiary in nature will be forwarded to the Records Unit and/or Property Management.

V DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department’s computer network. Printed copies and/or CD’s will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VI **EFFECTIVE DATE**

This general order approved by the Police Commission on
November 20, 1991 and is effective January 1, 1992.

Revised June 1997

Reviewed April 2000

Revised August 2009

Per Order

Edward J. Nadriczny
Chief of Police