

**CAMBRIDGE POLICE DEPARTMENT**

**Title:** ***INTELLIGENCE OPERATIONS***

**Procedure: 4.500**

**Date Issued:**

**Revised:**

**PURPOSE:**

To establish effective administrative and operational procedures for the collecting, processing, storing and dissemination of intelligence information.

**POLICY:**

It is the policy of the Police Department to use all legitimate means to collect intelligence information on organized criminal activities, subversive activities, vice activities, terrorism and civil disorder to protect the officers of this Department and members of the community. Strict procedures must be adopted and followed to prevent the unauthorized disclosure of intelligence information to preserve the integrity of the investigative process and to promote the principles of due process.

**PROCEDURE:**  
**ADMINISTRATION**

1. The Police Department will maintain an Intelligence section within the Criminal Investigations Division and under the direction of the Criminal Investigations Division supervisor. The Intelligence section will be responsible for the following:

collection of criminal intelligence information;

analysis of intelligence information;

secure storage of intelligence information;

dissemination of information within the Department; and,

maintaining a liaison with other law enforcement agencies, to include federal, state, and local departments for the exchange of intelligence information.

2. The Criminal Investigations Division supervisor will safeguard the integrity of all intelligence files and ensure that legal requirements relating to such files are followed and ensure the security of these files. To maintain this integrity the following requirements will apply:

It is essential that whenever information is gathered from an informant his identity remains anonymous. Procedures outlined for contacts with informants will be completely followed. The supervisor responsible for maintaining the master files for informants will be advised when an informant is being used for intelligence purposes.

Intelligence information collected will be limited to criminal conduct and activities that present a threat to the community. These areas include, but are not limited to:

Organized crime activity

Terrorist activity

Subversive activity

Vice activity

Felony crimes of a serious or threatening nature

Use of personnel and equipment will be restricted to the collection of unconfirmed intelligence, strategic intelligence, tactical intelligence, support for undercover officers and operations, maintaining a liaison with federal, state, county and local law enforcement agencies for the

exchange of intelligence information, and to request assistance for additional manpower and special equipment needs. The Criminal Investigations Division supervisor will determine, with Staff Officer Approval, what tactics and techniques are appropriate for the operation at hand. Contact should be made with the Prosecutors Office to ensure the legality and integrity of the intelligence effort. Personnel, equipment, and techniques may be used to collect the following types of intelligence:

Unconfirmed intelligence is information from various sources, often anonymous, that by itself may be suspicious, but when combined with other information may make an inference of criminal activity.

Strategic intelligence is a situation where the problem is known and an attempt is made to correct the problem.

Tactical intelligence is answering a request for information from patrol or other unit on a specific subject, organization, and/or location.

All intelligence information collected will be included into the file, except that information which by its nature is not relevant to the criminal activity involved. Examples would be:

Information suggesting a subject's political or religious preferences, association, or opinions.

The nature of a subject's sexual preferences.

Intelligence files will be reviewed annually, in December, by the Criminal Investigation Division Supervisor. Intelligence information will be purged from the files if it is no longer of investigative value. The supervisor will file a report with the Chief of Police with the results of his review and inform the Chief of

Police on all files purged. Files will be purged as follows:

Permanent files -- files that name a particular person by name and DOB or name and address, or a particular organization where the identification can be specifically made and there has been confirmed criminal activity within a three year period. If no criminal activity can be confirmed the files will be purged.

Temporary files -- a file where a subject or organization can only be described but not specifically named. These files are to be purged at the end of one year if during that time a positive I. D cannot be made of the person or organization. If a positive I. D. can be made within a year then the file can be reclassified as permanent.

Working files -- a file where information is received about a subject or organization but no verification has been made as to the accuracy of the information. These files will be purged after 30 days.

3. Intelligence information will be maintained by the Criminal Investigations Division Supervisor. Access to restricted or classified intelligence information will be limited to:

Chief of Police

Staff Officers

Other sworn members of the Department engaged in related investigations, with the approval of the Chief of Police.

4. All intelligence records and procedures will be under the control and direct supervisor of the Criminal Investigations Division supervisor. Intelligence information will be classified as follows:

General -- distributed to all police personnel.

Restricted -- distributed to selected police personnel or other law enforcement agencies.

Classified -- distributed only to those individuals who specifically need to know.

5. Intelligence information will only be distributed to other criminal justice agencies when needed to pursue a criminal investigation.

6. All requests for restricted and classified intelligence information must be directed to and approved for release, by a Staff Officer.

7. General Intelligence Bulletins released by the Criminal Investigations Division will be clearly marked, "CONFIDENTIAL", and their dissemination will be limited to Department personnel and local law enforcement agencies. A clipboard with Intelligence Bulletins is located in the Criminal Investigations Division office. This information is provided to keep officers abreast of current offenders and criminal activity in our area. The Criminal Investigations Division supervisor will periodically review this information and purge any outdated information.

8. The dissemination of information that is in the possession of this Department is permitted on a need to know basis. No member of the Department will confirm the existence or non-existence of any intelligence, investigative, criminal, or any other Department record or information to any person or agency not specifically authorized to receive such information. Those authorized to receive such information will be limited to members of this Department or another criminal justice agency if, and only if they have need for the information in the performance of their official duties.

9. The Criminal Investigations Division supervisor will maintain a liaison with other law enforcement agencies to provide access to specialized equipment needed to support the intelligence function. Equipment needs should be determined before the initiation of any operation and may include, audiovisual

monitoring equipment, night vision equipment and the use of specially designed surveillance vehicles. The Chief of Police must authorize the use of surveillance type equipment.

10. Confidential monies for the paying to informants and supporting other intelligence operations will be provided through the Criminal Investigations Division supervisor.

11. Special consideration will be provided in the accounting of funds to ensure the confidentiality of the information provided.