

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO 0206
SUBJECT: Criminal Intelligence Management		
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REVISIONS: 6/23/09, 5/11/10, 5/15/13		DISTRIBUTION: B

I. POLICY

The mission of the Intelligence function is to provide an intelligence file support system which assists the Department in carrying out its effort to protect the public through suppression of future criminal activity. All department members are responsible for the reporting of intelligence.

All intelligence received by an employee remains the property of the St. Joseph 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 shall be assigned, logged, and disseminated by the appropriate personnel. This does not prohibit the daily exchange of information between officers and agencies.

II. DEFINITIONS

- A. **Intelligence:** Relevant information about past, present, or future criminal activity collected from numerous sources of varied reliability.
- B. **Citizen Contact Interviews:** Citizen Contacts involving suspicious activity should be recorded by Patrol officers through the use of the mobile data system.

III. PROCEDURE

- A. **Placement:** The criminal intelligence function for the St. Joseph Police Department is based within the Detective Division and is separated into two segments determined by the manner in which information is received.
 - 1. The Crime Stoppers Coordinator is responsible for evaluating, disseminating and maintaining files of information that is received through the Crime Stoppers program.

2. The Department's designated Intelligence Officer is responsible for the same function with information obtained through official reports generated by this department, as well as information received by telephone, fax, or computer message from other law enforcement agencies.
3. Members designated for maintenance of these files shall be responsible for reviewing information under their control at least annually for the purpose of purging information that is out-dated, incorrect, or of no use. Determination on the retention of information will be at the discretion of the member.
4. Training shall be provided to commissioned personnel that address collection, documentation, and dissemination of intelligence information.

B. Scope of Intelligence Collection

1. Intelligence is collected regarding individual and organized criminal activities. Examples include:
 - a. Narcotics
 - b. Prostitution/ Vice
 - c. Robbery
 - d. Homicide
 - e. Gang Activity
 - f. Organized Crime
 - g. Subversive Activities
 - h. Auto Theft
 - i. Other Criminal or Suspicious Activity
 - j. Officers shall take digital images of all reported graffiti and the site and book these images into evidence.
2. Intelligence is collected on organizations or individuals which:
 - a. Advocate the use of violence or other unlawful acts against any governmental organization
 - b. Finance violent or other unlawful activity
 - c. Threaten, plan, or commit acts of violence or other criminal acts

Under no circumstances shall information be gathered solely on the basis of race, creed, color, national origin, sexual preference, or political or religious beliefs

3. Officers should collect the following information and forward that information to the criminal intelligence officer on the citizen interviewed:
 - a. Name;
 - b. AKA's;
 - c. Last known address;
 - d. Phone;
 - e. Date of birth;
 - f. Social security number;
 - g. Race;

- h. Sex;
- i. Modus Operandi;
- j. Vehicle(s);
- k. Associates;
- l. Criminal history; and
- m. Officer involved.

C. Operational Security

- 1. Documents issued through the intelligence function which are marked "Do not disseminate" shall not be copied or transferred to anyone other than the originally named recipient.
- 2. Crime stoppers documents and intelligence documents shall not be copied or included in case reports. Investigators shall refer to such information strictly as "information from police department files".
 - a. Prosecutors shall not be provided a copy of Crime Stoppers reports or intelligence documents. Doing so opens those systems to defense subpoena and destroys operational security.
 - b. If such information is vital to the case, the investigator shall cite it in the case report and make reference as described above.
 - c. Release of Crime Stoppers or intelligence reports will require a court order or subpoena. If such action occurs, the receiving officer shall notify the Division Commander immediately.
 - d. All information maintained by the Department in this area will be stored in the Detective Division separate from other files. The Intelligence Officer will be responsible for maintaining the information in a manner which prevents unauthorized access.
- 3. Search Warrants: Officers may cite the Crime Stoppers code number and information content in search warrant affidavits.

Christopher Connally Chief of Police

Date