




**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>INTELLIGENCE</b>		PROCEDURE NUMBER <b>PG600.0</b>	
SECTION <b>Investigative Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>05/01/17</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG600.0 "Intelligence " issued 02/09/08</b>			
RELATED DIRECTIVES <b>PG606.0, 609.0, 1500.0</b>	REFERENCES <b>CALEA 42</b>	AUTHORITY  <b>Chief Stanley R. Johnson</b>	

**I. POLICY**

It is the policy of this Division to maintain a viable intelligence network. Under the guidelines of this directive, the intelligence function shall support Divisional operations and provide for coordination with all federal, state, and local law enforcement agencies.

**II. DEFINITIONS**

A. The Intelligence Officer and process:

1. The Intelligence Officer shall be appointed by the Investigative Operations Manager/Commander.

The Intelligence Officer is responsible for converting individual items of information into evidence or, more often, into insights, conclusions, or assessments, perhaps less solid than fact but always more helpful than raw information, that can form the basis for the development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, or criminal organization. The intelligence process includes the systematic collection of raw information that, after collation, evaluation, and analysis, is disseminated to appropriate components within the Division.

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**B. Crime Categories of Intelligence Interest**

The Division shall collect and develop intelligence on the following crime categories:

1. Burglary
2. Fencing of stolen property
3. Vice
4. Narcotics
5. Gangs
6. Other categories as deemed appropriate

**III. CRITERIA AND LIMITATIONS**

**A. Criteria for gathering investigative information:**

1. This Division shall gather information relative to investigative objectives only and shall use this information exclusively for legitimate law enforcement purposes. No information shall be established or maintained except under the following conditions:
  - a. Information may be gathered pertaining to persons involved in criminal activity and criminal operations with the intent of identifying crime patterns, criminal conspiracies, criminal associations and developing probable cause relative to criminal acts and threats of same; and,
  - b. Information may be gathered on law violations or illegal activities, events or conditions occurring in other jurisdictions that may have a threatening effect on life and property within the jurisdiction of the Maryland-National Capital Park Police, Prince George's County Division.

**B. Limitations to Information Gathering**

1. This Division shall not gather information that does not meet the criteria established by Section III.A.1 above. Specifically, information shall not be gathered or retained for "interest-only" purposes, merely on the basis of an individual's religious or political affiliations, an individual's support of an unpopular cause, or on the basis of an individual's ethnicity or race.

**IV. DISSEMINATION OF INTELLIGENCE INFORMATION**

**A. The Intelligence Officer assigned, or designee shall be responsible for**

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the collection, coordination, analysis and dissemination of criminal intelligence information maintained by the Division. They shall maintain strict security of all written intelligence, including MAGLOCLLEN File information.

- B. The Intelligence Officer or designee shall disseminate intelligence under the following guidelines:
1. When the Park Police Division Chief, determines that information is relevant to a unit's function, the information shall be disseminated to that unit.
  2. Requests for information shall be considered, based on the following criteria:
    - a. The person making the request must be a law enforcement officer with a need to know and a right to know.
    - b. The data requested must be accurate, reliable and current.
    - c. The dissemination of the information must not compromise the identity of a source of information.
  3. The Intelligence Officer shall maintain a written record of any criminal intelligence information disseminated and to whom it was given. This record may only be purged from the file when the information disseminated is purged.

**V. SECURITY OF INFORMATION**

- A. A locked file cabinet shall be maintained in the Investigations office for the exclusive purpose of filing criminal intelligence information.
- B. This file cabinet shall remain locked at all times when not in use.
- C. Access to criminal intelligence files is restricted to the Park Police Division Chief, Investigative Operations Assistant Chief, and Manager/Commander, and to the Intelligence Officer.
- D. Access to computerized intelligence files shall be restricted, and a log maintained by file accessed and individual gaining access. These logs shall be reviewed by the Investigative Operations Manager/Commander on a monthly basis.
- E. Intelligence information gained by Division employees shall not be shared with those outside of law enforcement or public safety without the permission of the Park Police Division Chief. Any shared information must be on a need to know basis.

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- F. Any breach in criminal intelligence file security shall result in disciplinary action as outlined in the Division Directive 1500.0 – “Law Enforcement Officers’ Bill of Rights”.

**VI. INFORMANTS**

- A. As informants are developed, the following system shall be used to ensure the anonymity of the informant.
  - 1. The informant shall receive an I.D. number from the Intelligence Officer.
  - 2. The I.D. number and the informant's file shall be kept in the Intelligence File.
  - 3. The informant file shall contain biographical, and background information, criminal history records, a record of transactions, information on how they can be located, and any other pertinent information deemed important to the file by the Intelligence Officer.
  - 4. Access to the file shall only be granted by either the Park Police Division Chief and/or the Intelligence Officer.
  - 5. No Division funds shall be paid to any informant or person for the purpose of obtaining intelligence information.

**Special Precautions for Juvenile Informants:**

**A juvenile (person under the age of 17) informant may be used if:**

- 6. Officers have met and discussed the involvement with at least one parent or legal guardian.
- 7. Officers have obtained written permission from least one parent or legal guardian.
- 8. In the case of a juvenile whose parents are separated or divorced, permission shall be obtained from the parent having legal custody.
- 9. When meeting with or interviewing a juvenile informant, two officers should be present. If two officers are not available, then the meeting/ interview shall be audio and/or video recorded.
- 10. The use of a juvenile informant must be approved by the Investigative Operations Assistant Chief.

## **VII. OFFICER AND INFORMANT RELATIONS**

Management of an informant is primarily composed of developing a working relationship and controlling the informant. Officers shall adhere to the following guidelines when dealing with all informants:

1. Each informant shall have a primary and secondary officer/investigator assigned to insure full-time control. The Investigative Services Sergeant shall be kept knowledgeable of all informant related activities.
2. Officers/investigators shall guard the secrecy of the informant's identity.
3. It is imperative that officers/investigators maintain objectivity throughout any informant relationship. Staff will be friendly, but businesslike in interactions with an informant.
4. No promises that cannot be kept will be made to the informant.
5. Contacts with the informant shall be in person, whenever possible.
6. Officers/investigators shall provide the informant with only necessary information.
7. Informants shall not be exposed to operational planning.
8. Juvenile confidential informants will only be used with the written approval of their parent(s) or legal guardian.
9. No informant shall be interviewed unless two officers/investigators are present at the time of the meeting. It is in the best interest of the agency to provide special precautions as needed, so cases will not be compromised through potential allegations of impropriety.

## **VIII. PURGING RECORDS**

The Investigative Operations Manager/Commander shall review the intelligence file, if any, on an annual basis to determine what records should be purged. Purged records will be destroyed by shredding.

## **IX. RESPONSIBILITY**

- A. The intelligence process, to be effective, must be understood and carried out by every member of the Division. Accordingly, the following

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responsibilities shall be fulfilled:

1. All Officers:
  - a. Shall be familiar with the types of intelligence information of interest to the Division.
  - b. Shall collect and/or refer information to the Intelligence Officer.
  - c. Shall develop and maintain sources of information.
2. Shift Supervisors:
  - a. Shall review reports and investigations for intelligence information and forward appropriate information to the Intelligence Officer.
3. Intelligence Officer:
  - a. Shall maintain liaison with the criminal intelligence units of other agencies in order to:
    - 1) Receive regular briefings.
    - 2) Maintain intelligence files on all persons, locations and categories of intelligence, of interest to the Division.
    - 3) Collect and disseminate information both from within and from outside the Division.
    - 4) Prepare tactical and strategic intelligence reports.
  - b. Shall be primarily responsible for the security of Division intelligence files.
  - c. Shall disseminate intelligence information in accordance with the guidelines established in Section IV.B. of this directive.
  - d. Shall maintain all records of confidential informants.
  - e. Investigative Services Personnel: Shall conduct special intelligence related investigations at the direction of the Park Police Division Chief and/or Investigative Operations Assistant Chief or Manager/Commander.
  - f. Shall conduct investigations of major activities within the areas defined in Section II.A of this directive, taking appropriate enforcement action or referring information to other Division components.
4. The Investigative Operations Assistant Chief or Investigative Operations Manager/Commander:

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- a. Shall review all criminal intelligence records maintained by the Division monthly to ensure that the information on file meets the criteria established in Section III of this directive.
- b. Shall conduct periodic inspections to ensure the security of criminal intelligence files.
- c. Shall review all Division criminal intelligence files annually to determine which records/information should be purged.

**X. TRAINING**

Staff assigned to intelligence functions shall receive training commensurate with their responsibility. All other staff will receive training to enhance their ability to gather, process and formulate intelligence. Such training would help staff to realize the importance of every individual's role in the intelligence gathering process. Training may be in the form of roll call training or more formal or advanced training through such agencies as MAGLOCLEN (Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network), Department of Homeland Security (DHS), FBI, or others.

**XI. ANNUAL REVIEW**

The Park Police Division Chief or his/her designee will conduct an annual review of procedures and policies.

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