

	SECTION:	OPERATIONS	OPR-236
	CHAPTER:	PROGRAMS-ASSIGNMENTS	
	DIRECTIVE:	INTELLIGENCE INFORMATION AND RECORDS	

236.01 SUMMARY

The Grand Junction Police Department will maintain an Intelligence Unit directed toward monitoring criminal activity. Intelligence files maintained by the Department will be handled in a manner consistent with the sensitivity of the information and legal mandates regarding intelligence records.

236.02 DEFINITIONS

CRIMINAL INTELLIGENCE – (A.K.A. INTEL) Information on individuals or organizations based on reasonable suspicion of their involvement in criminal activity.

INTELLIGENCE FILES – Files maintained by the Department containing intelligence information designated specifically as intelligence files.

NEED-TO-KNOW – An individual or agency in the criminal justice system in the performance of its law enforcement functions that has a need to have this particular information.

RIGHT-TO-KNOW – An individual or agency in the criminal justice system in the performance of its law enforcement function who has the authority to have particular information.

236.03 GENERAL PROCEDURES

PURPOSE OF INTEL – The thrust of intelligence activity is to provide information to operational components of the Department to increase the effectiveness of enforcement and deterrent efforts. While the Intelligence Officer is primarily responsible for the collection, processing, and dissemination of intelligence information, everyone in the Department has a responsibility concerning the exchange of intelligence information. Absent exigent circumstances, only the Intelligence Officer, or an individual in the Supervisory chain of the Intelligence Officer, may authorize dissemination of Department intelligence information to outside agencies.

CONFORMANCE TO LAW – Information gathered and recorded under this procedure will be legally obtained and must conform to the definition of criminal intelligence information in the Definitions section above, as well as Federal guidelines as set forth in **28 CFR Part 23**. Information collected shall be reasonably related to known or suspected criminal conduct. Any information that has religious or social views, political, or sexual connotations is to be stringently examined to ensure that it meets the criteria for intelligence information.

**GENERAL PROCEDURES
(con't)**

DISSEMINATION – Dissemination of intelligence information is limited to criminal justice agencies on a need-to-know basis. Ensuring that standard is met establishes the requirement for properly safeguarding intelligence information and records.

- Some intelligence information may be of such a nature that even more stringent restrictions than normal should be placed on possible disclosure. An example would be possible corruption of public officials, including Police Officers. This type of information would be designated "sensitive" and be expeditiously brought to the attention of the Chief of Police. The Chief will designate the individuals or agencies with which sensitive intelligence information will be shared.

**236.04 RECORDS
MANAGEMENT**

RECORDS MAINTENANCE AND STORAGE – Intelligence information and records are maintained and secured within the Intelligence Unit. This represents an exception to the centralized records system of the Department. Primary responsibility for the intelligence records system rests with the Intelligence Officer.

- Intelligence records must be kept separate from other Department records and stored in a manner calculated to prevent unauthorized access or disclosure, thereby preventing compromise of intelligence information and protecting the integrity of the intelligence records system.
- Officers will refrain from including case numbers, incident numbers, and ticket numbers on intelligence forms.
- If an Officer/Detective utilizes information obtained from an Intelligence Report in a public document such as an affidavit, the Officer/Detective must notify the Intelligence Officer in a timely manner advising what information was utilized.
- When information has been utilized from an Intelligence Report in an affidavit or other public document, the originating Officer will transfer all information in an accurate and complete manner from the Intelligence Report to a separate supplemental report and submit it to the Intelligence Officer.

**RECORDS MANAGEMENT
(con't)**

- Each intelligence report that is filed as part of the intelligence records will be numbered with consecutive numbers starting at the beginning of each calendar year. Data from filed Intelligence Reports are to be cross-indexed in the computerized index files for ease in retrieval and analysis.
- Intelligence files will be reviewed on a regular basis by the Intelligence Officer's supervisor or their designee for currency, accuracy and relevancy in accordance with Department needs and privacy laws.
- All Intelligence Reports will be purged prior to the expiration of the retention period of five years. The purge date of record may be extended based upon the validation of any Officer, or the Intelligence Officer, by submitting an updated Intelligence Report documenting that the subject continues to be suspected of criminal activity.
- The Intelligence Officer is to maintain a liaison program for facilitating the exchange of intelligence information with federal, stated and other local agencies.
- Separate drug related intelligence information and records are maintained by the Mesa County Sheriff's Department and are available to the Grand Valley Joint Drug Task Force. Mesa County Sheriff's Department policy and procedures govern that intelligence information.

