



**DIRECTIVE: 6.71**

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<b>ISSUED BY:</b> Robert J. Tracy Chief of Police <b>Reviewed:</b> 3/8/2017		42.1.6	

# CRIMINAL INTELLIGENCE

## ADMINISTRATION

- A. The Wilmington Department of Police has a Criminal Intelligence Unit. The Intelligence Officer(s) are assigned to the Real Time Crime Center and is under the direct supervision of the Communication, Technology and RTCC Lieutenant. Even with the Criminal Intelligence Unit, the department encourages all departmental personnel, regardless of their jobs, to have a role in criminal intelligence and the sharing of information. If information is provided or gathered by personnel, it must be forwarded to the Criminal Intelligence Unit for further verification. (CALEA 42.1.6)
- B. The Intelligence Officer(s) will be responsible for the collection, processing, security and dissemination of information relating to specified crimes and criminal activities. Dissemination internally will be done by using the departmentally managed criminal intelligence database (NC4). Dissemination externally will be done by providing the information to the Delaware Information Analytical Center (D.I.A.C.), or other agency criminal intelligence units/counterparts.
  - 1. As such, he will be concerned with, but not limited to, such areas as:

- [REDACTED]



2. The Intelligence Officer(s) shall be trained in various Criminal Intelligence areas. They will be required to train departmental personnel on any Criminal Intelligence databases or best practices in Criminal Intelligence procedures. (CALEA 42.1.6)

C. Due to the nature of his job, he will also be the liaison person between the RTCC and the following:

1. Drug, Organized Crime and Vice Division
2. **Criminal Investigations Division**
3. Crime Analysis Unit
4. other local law enforcement agencies
5. Federal agencies

D. The Intelligence Officer(s) will be the depository for all information deemed to be "intelligence in nature."

1. This includes the following:

- a. information received by any member of the Department
- b. information supplied by other agencies involved in the Criminal Justice System, IE:
  - i. other police agencies
  - ii. Attorney General's Office
  - iii. Probation and Parole
  - iv. information supplied by citizens

2. Only information deemed factual, potentially useful and related to criminal activity or a potential hazard to our community, as determined by the Intelligence Officer(s), or a WPD Supervisor, will be collected.

- a. The collection and/or submission, access, storage and dissemination of criminal intelligence information must respect the privacy and constitutional rights of the individuals, groups and organizations.

3. This information may come in a variety of forms, such as:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]





- [REDACTED]

- 4. The following is the minimum criteria to be used for evaluating intelligence information:
  - a. accuracy and validity of information
  - b. nature of the criminal activity
  - c. scope and relative importance to the problem
  - d. quantity of information and leads available
  - e. threat or hazard potential to community
  - f. Departmental resources available
  - g. Citywide resources needed to accomplish task
  - h. operational problems associated (if any)

F. The **Communications, Technology and RTCC Lieutenant**, or his/her designee, will audit the intelligence files, every 3-5 year in accordance to federal guidelines, per section 28 of the Code of Federal Regulations (CFR).

- 1. Any information that has not been “updated” in a [REDACTED] will be purged from the active file and placed into an inactive file.
  - a. The Intelligence Officer(s) will attempt to contact the original source of the information in an attempt to update the information.
  - b. In cases where no update information is obtained [REDACTED], the information will be purged from the files and disposed of.
- 2. The Intelligence Officer(s) will be responsible for maintaining a log of those files disposed of.
  - a. The following disposal techniques will be utilized:
    - [REDACTED]



■ [REDACTED]

- G. No intelligence information will be disseminated to non-law enforcement agencies or individuals.
1. All requests from other agencies within the criminal justice system for intelligence information will be directed to the **Communications, Technology and RTCC Lieutenant**.
  2. The **Communications, Technology and RTCC Lieutenant** will have the authority to approve the request and will designate to whom the information is to be supplied to.
  3. When intelligence information is imparted, it will be the responsibility of the Intelligence Officer(s) to try to confirm the original source of the information and to notify the entity if and when the information is no longer valid.
  4. The **Communications, Technology and RTCC Lieutenant** will conduct an annual review of intelligence procedures and processes.
- H. Payments made to an informant, and other official business of the Department, will come from the regular CID informant fund.
1. A transaction register will be maintained.
  2. Those receiving funds will sign and receive a copy of the disbursement voucher.
  3. A separate voucher will be used for each transaction.
  4. Every voucher will be canceled as to preclude its subsequent use in an unauthorized disbursement.
  5. The total amount of expenditures from the Transaction Report is to be entered on the Transaction Register.
  6. Combining Department funds with personal funds is strictly prohibited.
  7. Single expenditures over [REDACTED] dollars to any individual must be approved by the Chief of Police.
  8. Confidential funds may be used for any expense related to Department investigations.
  9. Auditing will be via the present CID auditing procedure.
- I. When the Intelligence Officer(s) utilizes the services of an informant for intelligence or other investigative purposes, he will be required to submit the proper paperwork into the CID Master Informant File.

## **FACILITIES AND EQUIPMENT**

- A. The Intelligence Officer(s) will have the authority to use specialized equipment controlled by the various divisions within the Department on an as needed basis.



1. This equipment will include, but not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]

2. He or she will obtain approval from the Commanding Officer of the Division who is in control of and is responsible for said equipment

3. When equipment is obtained, the Intelligence Officer will properly sign the equipment in and out and will be held accountable to properly care for the item(s).

4. All requests to utilize the Intelligence Officer(s) or intelligence equipment will be made through, and approved by the **Communications, Technology and RTCC Lieutenant**.

