



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **CRIMINAL INTELLIGENCE** NUMBER: 6.18

ISSUED: 06/25/2020

EFFECTIVE: 06/25/2020

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

RESCINDS

AMENDS

REFERENCE:

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: 6.4.1

INDEX AS: Criminal Intelligence  
Intelligence Files

PURPOSE: The purpose of this Policy & Procedure is to provide officers of the Sturgeon Bay Police Department with a proper and accurate format to facilitate the evaluation criminal intelligence such as crime patterns, patrol direction, and crime prevention focus.

This Policy & Procedure consists of the following numbered sections:

- I. FUNCTION
- II. SOURCE
- III. DISSEMINATION OF GATHERED INFORMATION
- IV. REPORT QUALITY
- V. INTELLIGENCE FILES

### I. FUNCTION

- A. The goal of the intelligence function of the Sturgeon Bay Police Department is to collect and process information related to specific problems. These problems may include organized criminal activities, drug activities, vice activities, civil disorder, subversive, or other criminal activities.

- B. It is generally the function of the Lieutenant/designee to analyze data that has been collected where it relates to crime. Intelligence information that is collected shall be limited to criminal conduct and activities that present a threat to the community.
- C. It is the responsibility of the Lieutenant/designee to direct the intelligence information to the area(s) of the Department that can best investigate and address the issue.

## II.SOURCE

- A. All members of the Sturgeon Bay Police Department are responsible for gathering criminal intelligence information. This data shall be obtained and reported in the following manner, including but not limited to:
  - 1. Incident/Supplemental reports
  - 2. Intelligence memos
  - 3. Department memos
  - 4. Information received from field interviews
  - 5. Information received from other agencies
  - 6. Information received through the TTY system
- B. Information acquired shall be considered for inclusion into the Department's intelligence files for any of the following reasons but shall not be limited to:
  - 1. Frequency or development of pattern by type of crime
  - 2. Pattern of crimes developed by geographic area
  - 3. Patterns developed by chronological factors (time of day, day of the week, time of month, etc.)
  - 4. Type of target or victim
  - 5. Pattern development of suspect description or suspect vehicle description
  - 6. Pattern of "Method of Operation" factors
  - 7. Pattern of similar physical evidence at scenes

## II. DISSEMINATION OF GATHERED INFORMATION

- A. During instances where a pattern of criminal activity develops, it is important that officers receive the information in a timely manner. The gathered information must be disseminated to the necessary officers in one or more of the following ways:

1. Verbally (briefing, etc.)
2. Memo
3. E-mail
4. Computer generated reports
5. Voice Mail

### III. REPORT QUALITY

- A. Supervisors reviewing reports are a vital link in the information process described above. Supervisors must screen all reports for accuracy, time frames of offenses, and method of operation. Supervisors must also ensure that all phases of investigations are completed or get passed on to the proper supervisor for assignment and completion.

### IV. INTELLIGENCE FILES

- A. Intelligence Files maintained by the Sturgeon Bay Police Department are in the following categories. General Intelligence Files (to include Gang Related Files, Confidential Drug Task Force (DTF) Files and Intelligence Files not recorded in the Records Section of the Sturgeon Bay Police Department), and Crime Stoppers Files. Criminal Intelligence files shall be maintained separately from the central records section of the department.
- B. Intelligence entries into the ACISS network shall be at the discretion of the Lieutenant or DTF members.
- C. All intelligence data, whether in a secured computer file or hard copy in a secured file, shall have restricted access. The location and access of the intelligence files are as follows:
  1. General Intelligence File
    - a) This file is to record the various criminal related intelligence the agency obtains. Included in the file is drug and gang related information.
    - b) This file is to be retained in the Lieutenant's office.
    - c) Access to this file is restricted to the following individuals:
      - (1) Assigned investigative staff sworn personnel.
      - (2) Officers assigned to Drug Task Force.
  2. Criminal Information File

- a) This file documents the information obtained by/for the Crime Stoppers Program. Generally, the information is relayed to the Sturgeon Bay Police Department, who maintains the Crime Stoppers program in Door County.
  - b) This file is to be retained in the office of Lieutenant.
  - c) Access to this file is restricted to the following individuals:
    - (1) Any Supervisor and or assigned member.
- D. Intelligence information shall be purged when new information supersedes previously gathered intelligence information, pursuant federal law, and/or pursuant Policy & Procedure 10.05: Retention of Records.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/25/2020