

# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued:</i> May 4, 2007	<i>Effective Date:</i> May 4, 2007	<i>Order No:</i> Chapter 32
<i>Authority: Chief of Police</i> Gregory L. Eyster		<i>Manual Page No:</i>	
<i>Subject: CRIMINAL INTELLIGENCE</i>		<i>Replaces Page No:</i>	
<i>Accreditation Standard:</i> 43	<i>Distribution:</i> <b>ALL</b>	<i>Amended:</i>	<i>Number of Pages:</i> 4
<i>Related Documents:</i> Criminal Investigations			<i>Rescinds:</i>

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

## I. PURPOSE:

To establish guidelines for the Criminal Intelligence function of the Thurmont Police Department.

## II. POLICY:

It is the policy of the Thurmont Police Department to maintain a Criminal Intelligence operation with the responsibility of collecting, processing, and disseminating intelligence related information. Activities undertaken shall conform with federal and state laws regarding individual rights to privacy, other judicial safeguards and departmental policies and procedures. This intelligence operation is the responsibility of the Criminal Investigations Component of the Thurmont Police Department.

## III. DEFINITIONS:

## IV. PROCEDURE:

### ADMINISTRATION

#### A. DUTIES AND RESPONSIBILITIES OF THE INTELLIGENCE FUNCTION:

1. Insuring the legality and integrity of the intelligence effort in conjunction with the data collected;

2. Insuring the information collected is limited to criminal conduct and is related to activities that pose a threat to the community;
3. Gathering, analyzing, storing, and disseminating information to the proper sources pertaining to the following activities:
  - a. Illegal sale, possession and distribution of liquor and tobacco,
  - b. Sale, possession and delivery of controlled substances,
  - c. Gaming operations and prostitution,
  - d. Sale and possession of pornography,
  - e. Labor racketeering and loan-sharking,
  - f. Extortion, bribery and corruption,
  - g. Receiving / selling stolen property,
  - h. Illegal sale and or possession of firearms, and
  - i. Terrorism, civil disorders and subversive activities.
4. The intelligence files shall be routinely reviewed by the Deputy Chief of Police. Information that no longer relates to an active investigation or is incorrect shall be destroyed after joint review by the Chief of Police.

**B. UTILIZATION OF PERSONNEL AND INTELLIGENCE TECHNIQUES:**

1. Prior to any surveillance, the Deputy Chief of Police should be notified:
  - a. To determine what equipment may be utilized for the surveillance and assure that the Officers involved are properly trained in the use of any specialized equipment necessary to complete the intelligence operation;
  - b. Concerning the nature of the surveillance;
  - c. To arrange for the relief of Officers if the surveillance should extend beyond normal shift hours; and

- d. To determine the feasibility of the operation should it be long term in nature.
2. Investigative task forces may be formed utilizing Department resources in conjunction with outside agencies.
3. Such requests shall be made through the Deputy Chief of Police. Additionally, if the magnitude of the task force is such that results may have far reaching effects on the community, the Deputy Chief of Police will defer the feasibility of the task force to the Chief of Police.
4. The immediate considerations of the task force will be:
  - a. The purpose of the task force;
  - b. To identify the jurisdiction and/or authority of any agency involved in the task force;
  - c. Determine Officers to be assigned and what their responsibilities are; and
  - d. Assign resources to be committed.
5. The Deputy Chief of Police will keep the Chief of Police informed regarding the status of the task force so as to determine continued necessity or departmental participation.

**C. INTELLIGENCE FILE STORAGE AND SECURITY:**

1. The Investigations Supervisor is responsible for maintaining the integrity of the intelligence files in a separate secure file system.
2. Safeguards for intelligence information files:
  - a. The Chief of Police and Deputy Chief of Police will have direct access to the intelligence information contained in the criminal intelligence files and all other personnel will be limited access on a need-to-know basis.
  - b. Intelligence information is distributed only to authorized criminal justice agencies on a need-to-know basis.
  - c. Distribution and/or dissemination is under the direct control of the Deputy Chief of Police or designee.

**ATTACHMENTS :**

**DOCUMENT DATES :**

*Amended Date:*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written by: Lieutenant Shawn R. Tyler*

*Order Edited and Approved by: Chief Gregory L. Eyster*

*CALEA Standards Included in this Order  
Chapter 43 CRIMINAL INTELLIGENCE*