


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Managing Intelligence Information		AOM: O-424
Massachusetts Police Accreditation Standards Referenced: [42.1.6.d], [42.1.6.a], [42.1.6.c,f&g], [42.1.6.h], [42.1.6.e], [42.1.2.b&f], [42.1.6.b&d], [42.1.6.d], [42.1.6.f&g], [43.1.1.g]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion

The following Chapter deals with the collecting, processing and dissemination of intelligence within the Police Department. Intelligence Information is defined as any Homeland Security information or any other security intelligence information (i.e.: Fusion Center).

II. Responsibility for Maintaining Intelligence Information

[42.1.6, d]

- A. Under the supervision of the Detective Bureau Commander, members of the Detective Bureau shall be designated as the intelligence component of the Northampton Police Department, and shall be responsible for the following:
 - 1. Constantly gather and organize any and all intelligence information coming into this department through the use of field interview reports, informants/confidential sources, standard reporting procedures, investigation techniques and other outside sources. [42.1.6,a]

2. Enter and maintain all intelligence information within the Investigations module of the Department's Central Computer System.
 3. Keep all intelligence files in good working order.
 4. Make intelligence files accessible to members of this department upon approval of the Detective Bureau Commander.
- B. Personnel who develop intelligence information shall ensure that this information is documented in an incident report and that it is forwarded to the Detective Bureau Commander. The Detective Bureau Commander shall ensure that any follow-up investigation is conducted and that department components, or effected outside agencies are appraised of the information as necessary and appropriate. [42.1.6, c, f, g]
- C. It shall be the responsibility of the Detective Bureau Commander to ensure that all out-of-date or incorrect information is purged on a regular basis. They should review the Intelligence component of the computer system on an annual basis for that purpose. Any outdated criminal intelligence information will be destroyed by the Detective Bureau Commander. Any hard copies shall be destroyed by shredding. [42.1.6,h]
1. They shall also ensure that records not to be purged are updated to reflect the reasons that they are being maintained in the system.
 2. They will ensure that all agency personnel review this policy annually.

III. Types of Information Gathered

- A. The Detective Bureau Commander shall ensure that information collected shall be limited to criminal conduct or terrorist activities and shall relate to activities that present a threat to the community. [42.1.6,a] [42.1.6, e]
1. Information concerning political, religious, racial, or personal beliefs should not be collected or retained unless such information is relevant to a report of known or suspected criminal activity.
- B. The following types of information shall be collected and retained in the Intelligence files:
1. Sexual Assault Investigation Information;
 2. Drug/Narcotics Investigation Information;
 3. Gang-related information (Refer to *AOM 0426 Criminal Gangs*); and
 4. Other information pertaining to criminal activity as deemed necessary by the Detective Bureau Commander (i.e. organized crime and vice investigation information). In addition the Chief of Police shall report and relay terrorism related intelligence/information to the proper task force or agency. [43.1.2]

Note: There are separate display screens within the Intelligence Component of the crime management system for numbers one (1) through

three (3) above. Those display screens are entitled “Sexual Assault,” “Narcotics,” and “Gangs” respectively. All other miscellaneous information as indicated in number four (4) above shall be entered into the display screen entitled “Intelligence.”

IV. Information Security and Dissemination

- A. Due to the highly sensitive nature of intelligence files, such files shall be securely stored and kept separate from other records. Access to such records shall be limited to those authorized by the Detective Bureau Commander. [42.1.6,b,f]
1. Individuals authorized for access to computerized intelligence records shall be issued a special access password. [42.1.6,b,d]
 2. Any hard copies of intelligence files shall be kept in a locked file within the Detective Bureau. [42.1.6,d] or in the archive room.
- B. It shall be the responsibility of the Detective Bureau Commander to ensure the timely dissemination of terrorism-related intelligence information to other law enforcement agencies, including the State Fusion Center (978-451-3700), when appropriate. This information may also be shared with operational components within this department when appropriate and necessary to ensure proper utilization of the information. [46.3.2]
1. Intelligence information shall be disseminated only after the following has been established: [42.1.6, f, g]
 - a. The accuracy and reliability of the information;
 - b. Whether the dissemination of the information would compromise the identity of the source of the information; and
 - c. The right and “need-to-know” of the person receiving the information.
 2. Inquiries from law enforcement personnel should be documented in a supplementary report submitted to the Detective Bureau Commander, in addition to a regular field report detailing the circumstances surrounding the need for the intelligence information. The supplementary report should include: [43.1.1,g]
 - a. Date and time of dissemination of information;
 - b. Source of information; and
 - c. Name of officer receiving information.
 3. Inquiries for gang-related intelligence information from law enforcement personnel shall be documented in accordance with the procedures set forth in ***AOM 0426 Criminal Gangs***.
 4. It shall be the responsibility of the Detective Bureau Commander to ensure that all recipients of disseminated intelligence information have not misrepresented themselves, are authorized to make the request or receive the information, and

that all disseminations are accomplished in a manner consistent with State and Federal law.

5. Homeland Security Training & Briefs will be disseminated to police personnel as received and deemed appropriate.

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