

San Bernardino County Sheriff's Department

Criminal Intelligence Division



PROCEDURE MANUAL

Mission

The Criminal Intelligence Division, responsible to the Assistant Sheriff/Criminal Operations, is an investigative unit utilized by the Sheriff to gather information on matters considered too sensitive for dissemination to the general criminal investigative details. Criminal Intelligence shall not be utilized for internal personnel investigations. *(Departmental Policy Manual Section 1.340.16)*

The Criminal Intelligence Division collects, analyzes and disseminates information on the criminal activities of individuals, organized crime groups, emerging criminal groups, public disorder and terrorist groups, officials involved in public corruption, and threats to public officials or sworn employees. The result of this effort is to help investigators to develop and exploit investigative leads concerning the identification and location of criminals, criminal associations, and the like.

The Criminal Intelligence Division maintains liaisons at the local, state and federal levels of law enforcement nationwide, as well as private sector organizations to assist investigators in their pursuit of known or suspected criminals.

Division Responsibilities

Criminal Intelligence Division responsibilities include the following:

- Initiating inquiries and conducting information searches to obtain criminal intelligence information relating to specific criminal activities designated by the Sheriff.
- Maintaining a system for reviewing, evaluating, storing, and disseminating information relating to designated criminal activities. Any such system will meet or exceed the guidelines articulated in CFR 28 Part 23.
- Developing analytical capability to provide useful criminal intelligence, both strategic and tactical.
- Adhering to ethical law enforcement procedures in obtaining information.
- Evaluate the effectiveness of the Division in accomplishing its law enforcement goals and in safeguarding the privacy of all individuals about whom the Division has information.

Staff Roles and Responsibilities:

DETECTIVES:

Detectives assigned to the Criminal Intelligence Division have unique roles and responsibilities different from other law enforcement activities. The difference lies in the approach to law enforcement, using a pro-active rather than traditional reactive method. In most other law enforcement activities, a crime is reported to the authorities and a reactive response is generated, such as a patrol call or a detective or agent assigned to the investigation.

A pro-active approach enables the detective to gather intelligence from many carefully developed sources to form a picture of a sophisticated organized crime enterprise, which may, under normal circumstances, never be discovered or recognized under the traditional reactive police role.

The detective assigned to the intelligence function must be an experienced investigator.

The detective shall:

- be able to work effectively with other law enforcement agencies;
- possess the initiative to actively seek and identify unaccounted for “unreported” or “victimless” crimes;
- have the ability to develop sources in law enforcement not normally used by most police investigators;
- be able to “key in” on certain characteristics of crime that may lead to the identity of criminal operations and individual suspects;
- work as a team member with other assigned intelligence detectives and analysts.

Roles and Responsibilities – cont'd

CRIMINAL INTELLIGENCE ANALYST:

The Criminal Intelligence Analyst is responsible for:

- Gathering information from a variety of sources including agency investigators, outside law enforcement sources, public sources, and criminal justice sources
- Analyzing information for intelligence value
- Working Request's For Information (RFI's) from investigators and department members. RFI's are worked on a case by case basis as thoroughly as possible and appropriate.
- Disseminating intelligence as appropriate to internal and external law enforcement members.
- Analyzing information for intelligence value gathered from a variety of sources including: department investigators, outside agencies, open public sources and criminal justice sources
- Working Request's for Information (RFI's) thoroughly to the satisfaction of the requesting investigator or law enforcement member
- Disseminating relevant intelligence of law enforcement value to the appropriate law enforcement contact
- **Working with division detectives to support active intelligence work**

Jail Intelligence Team (JIT):

The Jail Intelligence Team (JIT) is an investigative unit which reports directly to the Criminal Intelligence Division. JIT will be responsible for collecting, analyzing and disseminating information specific to the Detentions and Corrections Bureau.

Detentions and Corrections Bureau staff should report information to JIT including, but not limited to:

- Threats to staff safety
- Threats to facility security
- Contraband/Criminal activity
- Gang activity
- Extremist activity
- Any information that may be of investigative value

JIT will act as a liaison between the Detentions and Corrections Bureau and the Criminal Intelligence division. JIT will be a conduit of information from sheriff's custody facilities to applicable divisions or agencies.

Criminal Intelligence Files

A criminal intelligence file consists of stored information pertaining to the activities and associates of individuals and groups known or suspected to be involved in criminal acts or in the threatening, planning, organizing or financing of criminal acts.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.

A supervisor shall be responsible for administering any criminal intelligence system that has been approved. The supervisor or designee should ensure the following:

- System users designated and trained
- System use is appropriately reviewed and audited
- Information security is a top priority

Information Evaluation

All intelligence information maintained by the CID shall be labeled for source reliability and content validity.

Evaluating the information's source and content at the time of receipt indicates to future users the information's value and usefulness and is essential in protecting the individual's right of privacy. Circulating information which may not have been evaluated or where the source reliability is poor or the content validity is doubtful is detrimental to the department's operations and contrary to the individual's right to privacy.

Law Enforcement Requests for Information

When CID personnel receive a request for intelligence information, they shall first establish the requestor's identity and authorization. All criminal intelligence information shall only be released to authorized law enforcement personnel with BOTH a right to know and a need to know the requested information for a law enforcement purpose

No "original document" obtained from another agency will be released to a third party. If CID receives a request for such a document, the requestor will be referred to the originating agency.

CID personnel will not reveal information obtained in the course of their duties or discuss intelligence investigations with anyone who does not have BOTH a right and need to know the information. Personnel will not discuss cases or investigations of other agencies that they are aware of with people who lack BOTH a right and need to know the information.

Facility Security

Access to the Criminal Intelligence office area will be restricted to staff assigned to the division and professional staff having a business related need to be on the premises.

CID personnel shall not bring informants, arrested persons, or anyone else to the office, unless that person has both a right and need to be on the premises. The location of the office shall not be given to attorneys, process servers, or other people who lack an intelligence related reason for being there. Inquiries by attorneys and other professionals shall be handled by the CID supervisor.

CID personnel shall not leave sensitive material on their desks after work hours and will take reasonable steps to secure it when not using it. All information entered into the CID database, or information pertaining to any CID operation or investigation shall be considered the property of the San Bernardino County Sheriff's Department and shall not be accessed or disseminated except as provided in these operating policies and procedures.