

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>CRIMINAL INTELLIGENCE</b>		NUMBER:	6.4.1
		ISSUED:	12/17/2009
SCOPE:	All Sworn Personnel	EFFECTIVE:	12/17/2009
DISTRIBUTION:	General Orders Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI State Statute 939.22(9), WI State Statute 939.22(21)(a)-(s)	WILEAG 3 <sup>RD</sup> EDITION STANDARDS: 6.4.1, 6.4.2	

**INDEX AS:** Criminal Intelligence  
Intelligence Files

**PURPOSE:** The purpose of this Order is to provide officers of the Port Washington Police Department with a proper and accurate format to facilitate the evaluation of crime patterns, patrol deployment, and crime prevention focus.

This Order consists of the following numbered sections:

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

### I. FUNCTION

- A. The goal of the intelligence function of the Port Washington Police Department is to collect and analyze information related to specific problems. Thus information plus analysis equals intelligence. 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 Patrol division supervisors to analyze data that has been collected as it relates to crime. Intelligence information that is collected shall be limited to criminal conduct and activities that present a threat(s) to the community.

- C. It is the responsibility of the Patrol division supervisors to direct intelligence information to the Intelligence Unit Lieutenant for review, logging and dissemination.
- D. Criminal Intelligence information is considered part of an ongoing investigation. As such, this information is exempt from public records disclosure to the media and the public.
- E. Any release of confidential intelligence information to the public requires prior approval of the Chief of the Police or the Chief's designee.

## II. SOURCE

- A. All members of the Port Washington 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 Reports
  - 3. Department Memorandum
  - 4. Information Received Through the TTY System
- B. Information to be considered for inclusion into the department's intelligence files may be for any of the following reasons but shall not be limited to:
  - 1. Frequency or 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. Common suspect or suspect vehicle description
  - 6. "Method of Operation" factors
  - 7. Pattern of similar physical evidence at scenes

## III. DISSEMINATION OF CRIMINAL INTELLIGENCE INFORMATION

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

1. Verbally (briefing, etc.)
2. Memorandum
3. E-mail
4. Computer Generated Reports
5. 24 Hour Daily Activity Log

#### IV. REPORT QUALITY

A. Supervisors reviewing reports are a vital link in the information gathering/reporting process for criminal intelligence 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 complete and submitted to the proper supervisor for assignment and completion.

#### V. INTELLIGENCE FILES

A. Intelligence files maintained by the Port Washington Police Department are coordinated with the Lieutenant of the Intelligence unit.

1. Criminal Intelligence File
  - a) Intelligence entries into the electronic criminal intelligence files, shall be at the direction of the Intelligence Unit Lieutenant.
  - b) Access to criminal intelligence data files shall be restricted to sworn officers only and shall be maintained separately from the central records section of the department. Select Records Clerks may have access to the data for data entry purposes only.
  - c) This file maintains various criminal related intelligence the agency obtains about organized crime, drug crime, vice crime, civil disorder, subversive activities, or other criminal activities, as reported by Officers, other law enforcement agencies, and intelligence networks.
  - d) The hard file is to be maintained and retained by the Lieutenant of the Intelligence Unit.

2. The department participates in the following intelligence networks that provide timely and accurate intelligence information.

- a) Mid-States Organized Crime Information Center

This file has basic information from the Mid-States Organized Crime Information Center (MOCIC). The entries to the MOCIC are done through a secured online site with restricted access. Generally, this file will reference other sources of information within the Port Washington Police Department such as incident reports or intelligence reports. The Officer assigned to the Ozaukee County Drug Task Force has access to MOCIC

- b) Law Enforcement Online

LEO is a 7 days a week, 24 hours a day online (real-time), controlled-access communications and information sharing data repository. It provides an Internet accessible focal point for electronic Sensitive But Unclassified (SBU) communication and information sharing for the international, federal, state, local, and tribal law enforcement agencies. LEO also supports antiterrorism, intelligence, law enforcement, criminal justice, and public safety communities worldwide. Users anywhere in the world can communicate securely using LEO. A member of the department's intelligence unit will be the subscriber to LEO

- c) The Wisconsin Department of Justice Information Center Weekly Bulletin

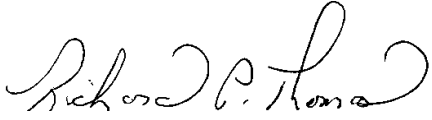
The Wisconsin State Information Center, (WSIC) serves as the primary intelligence-gathering entity for the State of Wisconsin, working with state, local, military and federal agencies. WSIC offers sophisticated intelligence-gathering efforts statewide, and produces intelligence briefings for the Governor, top law enforcement officials and partner agency heads throughout Wisconsin. WSIC also serves as the Wisconsin liaison for INTERPOL, which promotes mutual assistance among international law enforcement authorities in the prevention of international crimes. The department subscribes to the weekly bulleting sent by WISC to participating agencies. This weekly bulleting is reviewed by the intelligence analyst and relevant information placed in the intelligence electronic folder for Officers to review.

- d) Access to the MOCIC and LEO files is restricted to the following individuals:

- (1) Sworn Personnel who are assigned to the Intelligence Unit

- B. Intelligence information shall be purged when new information supersedes previously gathered intelligence information or after a ten year period, if the information can no longer be validated as accurate.

**APPROVED:**



---

Chief Richard Thomas

**DATE:**

12/17/09

---