



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Operations		
POLICY & PROCEDURE # 1.28	DATE OF ISSUE: 1/28/2024	EFFECTIVE DATE: 2/9/2024
SUBJECT: CRIMINAL INTELLIGENCE	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 42.1.5	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

I. POLICY

It is the policy of the Acton Police Department that:

- Intelligence gathering efforts shall not interfere with the exercise of constitutionally guaranteed rights and privileges.
- No intelligence information shall be gathered or retained unless it specifically relates to criminal conduct or to activities that present a threat to the community.
- The criminal intelligence function may include but is not limited to the gathering of intelligence with regards to the crimes involving vice, drugs, organized crime, terroristic threats, or acts, and homeland security concerns.

II. PROCEDURES

A. Gathering Of Intelligence

All agency personnel are responsible for gathering intelligence and relaying it to the appropriate personnel. All agency personnel have a responsibility to gather, document, and share with the appropriate personnel any and all knowledge and information regarding suspicious incidents, activities, or persons. [42.1.5 (2B)]

Patrol officers and/or detectives record information by completing Incident Reports or Arrest Reports when encountering suspicious activity. The incident reports shall be forwarded to the Detectives Division and included as a roll call briefing at the discretion of the Patrol Lieutenant. Dispatchers may gather information from callers whether anonymous or named and shall pass that information on to the shift supervisor. All computer entries are password-protected.

B. Responsibility For Maintaining Intelligence Information

The Detective Sergeant shall be charged with the criminal intelligence function **[42.1.5(2A)]**.

1. The Sergeant Detective shall gather and organize intelligence information coming into the department using documented reports, informants/confidential sources, standard reporting procedures, investigation techniques, risk assessments, and other sources. **[42.1.5 (2A)]**
2. The Chief, Deputy Chief, and Special Services Lieutenant shall meet with the Sergeant Detective so as to monitor the gathering of data, local analysis, and storage processes to ensure that all information receives appropriate disposition and that only appropriate information is retained.
3. The Sergeant Detective or designee is responsible for the dissemination of intelligence information to appropriate department personnel so that investigations may be initiated when appropriate. **[42.1.5 (2E)]** No officer may disseminate intelligence information without express approval from the Chief of Police, Deputy Chief, Special Services Lieutenant, or Sergeant Detective.
4. The Sergeant Detective or his designee shall be the designated intelligence liaison for joint efforts and information exchanges with federal, state, and local law enforcement agencies.
5. All record files shall include the subject's name, address, and associated incident, arrest, investigative or call number.
6. Because of the highly sensitive nature of these activities, along with legal and privacy concerns, records concerning intelligence gathering and intelligence records shall be maintained separately from the general records. These records shall be maintained in the Detective Sergeant's office in a secure file and shall be accessed only by the Sergeant Detective or Detective assigned to the investigation, the Prosecutor, the Special Services Lieutenant, the Deputy Chief, or the Chief of Police. **[42.1.5 (2C)(2D)]**
7. Data processing systems / Records Management Systems used for these purposes shall be password-protected to limit access to authorized personnel only. The Chief of Police shall control access authorization. **[42.1.5(2D)]**
8. All agency personnel who develop intelligence information shall ensure that the information is documented in a memo or incident report and that it is forwarded to the Detective Sergeant through their supervisor.
9. The Detective Sergeant will assign any follow-up investigation and inform affected department personnel or outside agencies of any appropriate and

necessary information. The Sergeant Detective after consulting with the Special Services Lieutenant will ensure that all out-of-date data or incorrect information is purged by shredding the documents. **[42.1.5 (2G)]**

10. All intelligence reports developed locally will indicate the source of information from which the data were obtained. The source will be evaluated as to its accuracy and validity. Attempts should be made to substantiate the information through other sources.
11. The Detective Sergeant will conduct a review of the agency's criminal intelligence files on an annual basis and forward the results of that review to the Special Services Lieutenant. **[42.1.5 (2F)]**

C. Processing Intelligence Data

The information gathered shall be subjected to review and analysis to derive its meaning and value. Information received from outside sources shall be recorded in the appropriate call log or report narrative as determined by the shift supervisor. The assigned detective will review information to ensure that what is collected and retained relates to criminal conduct, or to activities that present a potential threat to the jurisdiction. **[42.1.5 (2E)]**

D. Utilization of Intelligence Personnel

The Deputy Chief or his designee will supervise the local analysis of criminal intelligence information. Where necessary, the analysis of data can be accomplished by trained professional analysts, which may include the:

- Massachusetts Fusion Center: 978-451-3700
- New England State Police Intelligence Network (NESPIN): 508-528-8200
- Department of Homeland Security Boston: 617-223-8555, **24-hour emergency line**: 202-282-8101

III. TRAINING [42.1.5]

The Training Coordinator of the Acton Police Department documents training for all affected personnel. Training can occur as part of roll call and should emphasize that all personnel, regardless of their job, have a role in criminal intelligence and the sharing of information.

The Detective Bureau will receive additional training which may include intelligence gathering, interview and interrogation, and other investigative techniques.

CRIMINAL INTELLIGENCE INFORMATION

History: Manual I, Section III