

## Procedure #13

### **SUBJECT: TCSU Intelligence Dissemination**

EFFECTIVE DATE: August 9, 2007

The purpose of this procedure is to establish procedures for ensuring the legality and integrity of the TCSU intelligence effort through utilization of the TCSU website.

TCSU has established a monthly meeting in order to promote the exchange of criminal intelligence among TCSU agencies as well as other surrounding jurisdictions. In order to facilitate the exchange of intelligence, TCSU shall maintain a repository of intelligence information received from other law enforcement agencies on the TCSU website.

#### Intelligence Information Restrictions

Intelligence information collected will be limited to criminal conduct and activities that present a threat to TCSU communities. All collected intelligence information must be routed to and approved by the TCSU Director prior to being posted on the TCSU website.

The TCSU Director shall be responsible for maintaining all TCSU intelligence records posted on the TCSU website and shall be under his control. Access to the files will be restricted to members of TCSU and other law enforcement agencies that have completed the following:

- Received approval for access to the TCSU website by the TCSU Director and has been assigned a user name and password enabling the TCSU Director to monitor access of all individuals utilizing the website;

Intelligence information compiled by the TCSU Director will be rated as to the sensitivity of the information received. After review, the information will be classified by source, content validity, and sensitivity. The ratings for the source will be:

- Reliable
- Usually reliable
- Unreliable
- Unknown

The rating for content validity will be:

- Confirmed
- Probable
- Doubtful
- Can't be judged

The rating for sensitivity will be considered classified. Any information that is disseminated on the website must meet these guidelines:

- Be deemed valuable for an active criminal investigation;
- Be reviewed to determine if a "need to know" basis has been established.
- Be reviewed by the TCSU Director prior to posting on the website;
- Must meet a ratings source of "reliable", or "usually reliable";
- Must have a rating content of "confirmed" or "probable"

Intelligence information shall be classified under the following areas:

- Arson
- Auto Theft
- Burglary
- Drugs/Narcotics
- Frauds
- Organized Crime
- Robberies
- Sex Crimes
- Suspicious Activity
- Terrorism
- Theft
- Wanted Persons
- Weapons Offenses

All collected information included on the TCSU website shall exclude the following:

- Information suggesting a subject's political or religious preferences, associations, or opinions.
- The nature of a subject's sexual preferences unless criminal in nature.

The Intelligence Unit files will be purged from the website as follows:

- Permanent files - files that name a particular person by name, address or date of birth, or a particular organization where the identification can be specifically made. These files are to be purged within six months.
- Temporary files - a file where a subject or organization can only be described, but not specifically named. These are to be purged within three months.

***The TCSU Director shall file all intelligence information received through TCSU with the Kettering Police Department. TCSU intelligence will utilize policies and procedures for intelligence dissemination and destruction as prescribed by the Kettering Police Department General Order 51.1.1 – Intelligence Function, and 51.1.2 – Maintenance of Intelligence Records.***

All intelligence received from approved law enforcement officers who have been granted access to the TCSU website are responsible for the appropriate dissemination and destruction of intelligence under their departmental guidelines regarding the maintenance for these types of records.

Director David Williams