

**SUBJECT: TCSU Website “Officer Alert” Intelligence Dissemination**

EFFECTIVE DATE: September 16, 2008

The purpose of this procedure is to establish procedures for ensuring the legality and integrity of the TCSU intelligence effort through utilization of the “**Officer Alert**” intelligence dissemination feature of the TCSU website.

TCSU has established an “Officer Alert” email capability through the TCSU website 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 require all law enforcement officers that are granted access to the TCSU law enforcement restricted portion of the website abide by the following procedures:

Intelligence Information Restrictions On Use of the TCSU “Officer Alert”

Intelligence information disseminated through the TCSU Officer Alert will be limited to criminal conduct and activities that present a threat to member agencies of TCSU as well as surrounding jurisdictions.

**All information disseminated is strictly for police personnel** and is not to be shared with the non-police personnel or media. Each agency will make their own decision to present their case(s) to the media.

Recipients of this information shall be responsible for documenting intelligence information based on the policies and procedures of the receiving agencies general orders. TCSU will accept no responsibility for improper dissemination of information obtained from this website that violates intelligence dissemination policies.

Posts to the site are to remain investigative related (i.e. cases agencies are investigating that may be multi-jurisdictional, suspects being sought after, suspects law enforcement have arrested who may have committed similar offenses in other jurisdictions, etc).

This is not a police joke or training site. Any member suspected of sharing the intelligence with non-police personnel or abusing the site, will be removed from the website.

Procedure For Utilizing the TCSU Officer Alert Website

Those law enforcement officers receiving approval to access the TCSU law enforcement restricted portion of the TCSU website shall follow the below listed procedure to utilize the TCSU Officer Alert:

- The law enforcement officer must log into the TCSU law enforcement restricted portion of the website by entering their user name and password supplied by TCSU;
- Under “Main Menu”, the officer should click on “TCSU Officer Alert Form”;
- The officer should then enter data in the following fill in boxes:
- Date – The date the information is being sent out;
- Police Department Name – Enter the user’s departmental name;
- Contact Name – Enter the name of the sender;
- Departmental Address – Enter the law enforcement agencies address;
- Departmental Phone Number and Fax Number – Enter the telephone number the sender wants contacted at;
- Email Address – Enter the email address of the sender or who should receive the information requested;
- Suspected Offense – Enter the type of crime being investigated;
- Suspect Name – Enter the suspect’s name if known;
- Suspect Address – Enter the suspect’s address if known;
- Suspect DOB – Enter the suspect’s date of birth or approximate age if known;
- Suspect SSN# - Enter the suspect’s SSN if known;
- Suspect Height and Weight – Enter the suspect’s height and weight if known;
- Suspect Employer – Enter the suspect’s employer if known;
- Offense Details – The officer should enter a brief summary of the information they want to disseminate in this text box. There is a toolbar that has several features to allow the sender to customize the text in whatever manner they want.
- Attach File: This provides the officer a chance to attach photos or other documents to the email.
- Send Me A Copy – If the officer wants a return copy of the email (recommended) the officer must click on this box to obtain a copy of what was disseminated.

- Send - Once the above information is completed, the officer should click on “Send” and the email will be forwarded to all law enforcement officers in the TCSU database.

#### Review of Intelligence Information Sent Through the TCSU Officer Alert

The TCSU Director shall review all Officer Alerts for content and to ascertain if the alert meets criteria of this policy. Any member abusing this website shall have their privileges immediately revoked.

Director David Williams