

SUBJECT: Procedure for Documenting Confidential Informants

EFFECTIVE DATE: September 30, 1992

The purpose of this procedure is to establish guidelines that allow for the use of confidential informants within a controlled system and to minimize any adverse impact and avoid abuse of this important resource.

**I. Definition**

- A. An informant is an individual who supplies information with the understanding that his/her identity is confidential. Informants are not to be confused with "witnesses" who request anonymity. Informants may be paid or unpaid in accordance with the TCSU identification of target procedure.

**II. Regulation**

- A. Any TCSU Agent utilizing confidential informant against an approved TCSU target shall abide by his/her own agency's procedure in protecting the identification of such informant and otherwise documenting particulars related to the investigation at hand.
- B. In order to use a confidential informant as part of a TCSU target, each department shall adhere to written directives that specify policies and procedures to be followed when using informants and that meet criterion established by the National Commission on Accreditation for Law Enforcement Agencies, Inc. (particularly standard 42.1.8 and 42.1.9).
- C. Each agency utilizing confidential informants against TCSU targets shall maintain an informant file within their agency such written regulations referenced above.

Revised: February 1, 2006

Director Charles J. Gift