General Order

Houston Police Department

ISSUE DATE:	NO.
June 27, 2018	800-04

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 800-04, dated January 1, 1987

SUBJECT: RECEPTION AND DISSEMINATION OF CRIMINAL INTELLIGENCE INFORMATION

POLICY

Police officers are often exposed to information that may be relevant to criminal activity, is suspicious in nature, or reveals a possible threat to individuals or the community. This type of information is often cryptic, incomplete, and/or hearsay in nature. The department recognizes the importance of such information that, when gathered and analyzed, may be developed into *criminal intelligence information* for use by the department and other law enforcement agencies.

The development of *criminal intelligence information* is for protecting the community from serious threats, deterring crime, solving crimes, and evaluating existing and emerging crime trends.

While developing *criminal intelligence information* is indispensable, the department recognizes the necessity to protect the civil liberties and privacy rights of individuals. The Houston Police Department shall handle *criminal intelligence information* in compliance with local, state, and federal guidelines specifically delineated in Section 28, Code of Federal Regulations, Part 23, *Criminal Intelligence Systems Operating Policies*.

This General Order provides guidelines for ensuring that the collection, analysis, and dissemination of *criminal intelligence information* are done uniformly and in accordance with legal guidelines.

This General Order applies to all employees.

DEFINITION

Criminal Intelligence Information. Information compiled, analyzed, and/or disseminated in an effort to anticipate, prevent, or monitor criminal activity.

1 PROCEDURES

The Criminal Intelligence Division is charged with developing *criminal intelligence information* as it relates to individuals, groups, or organizations involved in criminal activity with a potential for violent public disorder, a threat to the community, or organized crime or terrorism.

When an officer receives or is made aware of information that could relate to the above, the officer shall report it to the Criminal Intelligence Division as follows:

a. If the information does not require immediate action, an incident report entitled "Investigation CID" shall be generated and forwarded to the Criminal Intelligence Division.

b. If the information is sensitive and involves matters that need immediate attention, officers shall notify their immediate supervisor and contact the Criminal Intelligence Division as indicated below. This type of notification is particularly important for imminent threats, incidents with a terrorism nexus, or any other situation that the officer believes should be reported to CID immediately.

    1. During regular business hours, officers shall contact the Criminal Intelligence Division directly and request an on-duty supervisor.

    2. After business hours, officers shall contact the Command Center for the CID on-call supervisor.

Incident reports that contain criminal intelligence information that is sensitive in nature shall be coded confidential by the reporting officer, the officer's supervisor, or a supervisor in the Criminal Intelligence Division.

2 ANALYSIS AND DISSEMINATION

The Criminal Intelligence Division is responsible for dissemination of all criminal intelligence information after the information has been vetted and assessed.

Information shall be disseminated as follows:

a. If time is crucial, criminal intelligence information shall be disseminated via telephone followed by email.

b. Departmentwide dissemination of alerts, bulletins, notices, etc. may be completed utilizing one or more of the following methods: general broadcast, mobile computing device (MCD), roll call bulletin, and/or email.

The Criminal Intelligence Division shall maintain a record of all criminal intelligence information received and disseminated pursuant to this General Order.

3 RELATED GENERAL ORDER AND REFERENCE MATERIAL

800-07, **Criteria for Submitting Incident Reports**

Section 28, Code of Federal Regulations, Part 23 Criminal Intelligence Systems Operating Policies

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Chief of Police