



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV- 43 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: June 16, 2009

SUPERSEDES: N/A Reviewed/Revised: March 9, 2010

SUBJECT: **Criminal Intelligence and Homeland Security Activities**

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I. PURPOSE:

The intent of this written directive is to provide guidelines related to agency accountability for the collection and sharing of suspicious incidents and criminal intelligence information.

II. POLICY:

It is the policy of this agency that specific guidelines are followed in relation to criminal intelligence and homeland security data to ensure that no abuses occur. The sensitive nature of criminal intelligence files requires that they be maintained separately from other agency records to prevent compromise and protect the integrity of the file system. In this regard, the collection, processing, and sharing of suspicious incidents and criminal intelligence related to criminal and homeland security activities with appropriate entities shall be closely monitored and tracked.

III. DEFINITIONS:

Criminal Intelligence Information: information gathered or collated, analyzed, recorded/reported and disseminated by law enforcement agencies concerning types of crime, identified criminals and known or suspected criminal groups

Criminal Intelligence System or Intelligence System: the arrangements, equipment, facilities, and procedures used for the receipt, storage, interagency exchange or dissemination, and analysis of criminal intelligence information.

IV. PROCEDURES:

A. Description of Function.

1. Intelligence-gathering activities are important in all agencies and regardless of size, departments must have a criminal intelligence function. The need to develop and share information and criminal intelligence across all levels of government is imperative. Our agency has a stake in the development and exchange of suspicious incidents, information, and criminal intelligence.
2. Criminal Intelligence function includes all data which has been evaluated to determine that it:
  - a. is relevant to the identification of and the criminal activity engaged in by an individual who, or organization which, is reasonably suspected of involvement in criminal activity; and
  - b. meets criminal intelligence system submission criteria.

3. All criminal intelligence activities of this agency will be conducted in accordance with Code of Federal Regulations (CFR) Department of Justice, Part 23, Criminal Intelligence Systems Operating Policies.

#### B. Responsibilities of Agency Personnel

1. Intelligence information may be received from several sources such as, anonymous tips, private citizen observations or knowledge, officer's observation, media sources, electronic information, etc.
2. Upon receipt of information of a criminal nature occurring within the jurisdiction of this Department concerning organized crime, gang, vice, narcotics, terrorism, and/or Homeland Security activities, Department employees will complete a memorandum detailing the information received and forward the memorandum to the Investigations Unit.
3. Information received from other law enforcement agencies will be documented and forwarded in the same manner.
4. Any information that is received regarding an actual offense that occurs in this jurisdiction will be documented on a crime/incident report form, and will be assigned to Investigations for follow-up.
5. Investigations and designated personnel assigned as liaison to the Los Angeles Joint Regional Intelligence Center (JRIC) and the Area C Planning Group (Regional Emergency Planning Zone) will be responsible for reporting and relaying terrorism intelligence information to the proper task force or agency. Responsibilities of personnel assigned include:
  - a. Attending regular JRIC and Area C Planning Group meetings.
  - b. Collecting, reporting, retrieving and sharing of terrorism intelligence and materials related to terrorism. Such materials might include:
    - Training Bulletins
    - Information on schools and cases
    - Books, journals, periodicals and video tapes
    - Lists of official contacts.
  - c. Identifying and communicating with the campus community through the review and filtering of relevant intelligence information, prior to forwarding critical data to other agencies, University departments or individuals when and where appropriate.
  - d. Conducting, coordinating and/or facilitating departmental training with regard to terrorism and terrorist related subjects.

#### C. Training of Personnel

1. Law enforcement personnel shall be trained in the content of this written directive and encouraged to document information gleaned from a variety of sources.
2. Training shall emphasize that all personnel, regardless of their jobs, have a role in criminal intelligence and the sharing of information.
3. Training can range from roll-call to more advanced training as appropriate.

D. Procedures for safeguarding, securing, and storing information

1. Any information received that relates to activities in other jurisdictions will be forwarded to that jurisdiction for assessment and follow-up, and a copy of information that was forwarded will be maintained on file.
2. The Investigative Sergeant will maintain a secure file on all intelligence information received in relation to vice, gang, organized crime and narcotics complaints.
  - a. This file will include memorandums forwarded from department personnel, as well as documented information received from other agencies.
  - b. Also included in the file will be information from any source that has been validated and relates to organized crime activities, gang activities, vice activities, narcotics activities or other subversive activities occurring within the Department's jurisdiction.
  - c. All active investigations will be assigned a DR number, but the file on the on-going investigation will be maintained by the Investigative Sergeant rather than in Records to ensure that the investigation does not become compromised. Access to this file will be restricted to the Investigators and Command Staff.
3. The Investigative Sergeant will personally advise the Chief of Police of any information that is received on vice, drug, organized crime and gang activities, and will personally provide updates on any on-going investigations.

E. Procedures for ensuring that information collected is limited to criminal conduct or relates to activities that present a potential threat

1. Upon receipt of criminal and/or homeland security information, the Investigative Sergeant will assess the veracity of the information and ensure the information received is limited to criminal conduct and relates to an activity that presents a threat or potential threat to the community.
2. Criminal intelligence information shall only be collected and maintained concerning an individual if there is reasonable suspicion that the individual is involved in criminal conduct or activity.
3. The agency shall not collect or maintain criminal intelligence information about the political, religious, or social views, associations, or activities of any individual or group, unless such information relates directly to criminal conduct or activity.
4. Reasonable suspicion or criminal conduct is established when information exists that establishes sufficient facts to give a trained law enforcement officer a basis to believe that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise.

F. Legal/Privacy Requirements and Documentation, Reporting and Dissemination of Information

1. This agency shall disseminate criminal intelligence information only where there is a need to know and a right to know the information in the performance of a law enforcement activity.
2. Information developed can be disseminated to a government official or any other individual when necessary to avoid imminent danger to life of property.
3. A record indicating who has been given information, the reason for the release of the information and the date of each dissemination shall be kept.

G. Purging Out-of-Date or Incorrect Information

1. Intelligence information will be purged from the file when it is no longer considered criminal and/or homeland security intelligence, i.e., it is no longer valid, an arrest has been made, or it is determined to be false.
2. The purging of out-of-date information or invalid data shall be an ongoing process.

H. Annual Review of Procedures and Processes

1. An annual review shall be conducted of this written procedure to ensure compliance with Department of Justice regulations.
2. The review will also assess department related training needs and accomplishments.

V. APPENDICES:

- Code of Federal Regulations (CFR) Department of Justice, Part 23, Criminal Intelligence Systems Operating Policies.