

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**CRIMINAL INTELLIGENCE  
EFFECTIVE 08/13/94**

**18.200**

**REVISED 01/12/10**

**18.201 PURPOSE**

The Tyler Police Department is committed to the principal of collecting, processing, and disseminating information relating to specified crimes, criminal activities, threats to homeland security and gang information. This intelligence function will include:

1. A procedure that permits the continuous flow of raw data into a central point from all sources.
2. A secure records system in which evaluated data are properly cross-referenced to reflect relationships and to ensure complete and rapid retrieval.
3. A system of analysis capable of developing intelligence from the records system and other data sources.
4. A system for the dissemination of appropriate information to appropriate components within the Department and to other criminal justice agencies.

**18.202 OPERATIONS**

- A. All components of the Tyler Police Department will actively collect information and flow this information to the Criminal Intelligence officer, who is designated as the agency's central point for the collection, dissemination, security and storage of all intelligence information collected by members of the department. It is the Intelligence officer's responsibility to determine the legal and privacy requirements of all intelligence information that is disseminated and to develop a system to retrieve the information for future needs. This information may be collected from any source, but is limited to criminal conduct relating to activities that present a threat to the community. The types and quality of information collected that may be included in the Criminal Intelligence file is defined in General Order 17.218.
- B. Personnel will receive training on the criminal intelligence function during their orientation/probationary period and will receive periodic updates through posts by the Intelligence officer, in roll call training and through other training methods.
- C. Informants can provide valuable criminal intelligence information. To ensure that informants remain anonymous, members of the department will adhere to the procedure as defined in General Order 17.206 and General Order 17.208. If an informant is to be financially compensated for the information provided, General Order 17.209 shall be followed.
- D. Criminal intelligence information is considered confidential. The Intelligence Officer is required to document when intelligence information is disseminated inside or outside the agency and who received the information. Personnel will make every effort to safeguard the privacy and confidentiality of any intelligence information that they have knowledge. Printed copies and electronic versions of intelligence information will be protected to avoid accidental or inadvertent disclosure by unauthorized persons.
- E. The Criminal Intelligence file will be reviewed at least annually to purge out of date or incorrect information. This purge will be consistent with the Records Management Plan and Retention Schedule for the City of Tyler and the Intelligence officer will complete a City Records Destruction form that lists the records purged from the file for the Chief's approval. A written review of the Intelligence procedures and processes will be submitted annually to the Chief of Police via the chain of command.

- F. The utilization of intelligence personnel, equipment, and techniques will be as authorized and directed by the Investigative Division Commander.
- G. Information relating to gangs and gang members will be flowed to the Intelligence Investigator responsible for maintaining a database with information on known gang members. Any information about potential problems in the community related to the gangs will be placed into the intelligence file for dissemination to sworn personnel by the Intelligence Investigator.

#### 18.203 ORGANIZATION OF THE CRIMINAL INTELLIGENCE FUNCTION

- A. Intelligence is a function shared by all sworn officers of the Tyler Police Department. Any Officer or Investigator who comes into contact with information that could be beneficial to others in solving cases or resolving problems in the community should send that information to the Intelligence Officer, as appropriate. This information will be placed into the Intelligence Folder on the W Drive available for all officers to use.
- B. The Criminal Intelligence function is defined in General Order 17.218.C.1.
  - 1. The Criminal Intelligence Officer will follow the guidelines set forth by General Order 17.211 in the utilization of personnel, equipment, and techniques in performing this duty.
  - 2. The Intelligence records are maintained under the control of the Criminal Intelligence Officer. Sensitive records will be maintained under secure conditions within the office of the Criminal Intelligence Officer. The intelligence information is to be analyzed and collated by the Criminal Intelligence Officer and placed into the Intel Folder for access to all sworn personnel. Gang information will be entered into the Gang Database.
- C. It shall be the duty of each officer or investigator of the Tyler Police Department assigned to collect information from, but not limited to, their assigned areas, and each is to act as liaison with the Intelligence Officer in providing intelligence/information.

#### 18.204 DISSEMINATION OF CRIMINAL INTELLIGENCE INFORMATION

- A. Intelligence information shall be disseminated externally only to criminal justice agencies and internally, to other operational units within the Department to aid in that Unit's criminal investigations.
- B. A liaison between Federal, State, and local criminal justice agencies will be maintained in accordance with General Order 17.217.E.
- C. Terrorism or other homeland security related intelligence information will be routed to the agency or task force that is responsible for responding to the intelligence pursuant to General Order 17.602.

Approved: 01/12/10

Angie Swindle