

Routine Criminal Intelligence Gathering

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the University of Maryland, Baltimore Police Force (UMBPD) regarding the collection, evaluation, maintenance, and dissemination of intelligence information.

1100.1.1 DEFINITIONS

- (a) **Law Enforcement Intelligence** - Law enforcement intelligence is an activity that is principally concerned with collecting, processing and disseminating information within specified problem areas. These areas include subversive activities, civil disorder, vice activities, terrorism and organized criminal activities.
- (b) **Intelligence Gathering** - Intelligence gathering incorporates a process that consists of five interrelated steps. These five steps are; information collection, evaluation of information, collation of information, information analysis and information dissemination. It is through this process that raw information is refined into usable intelligence for the UMBPD.
- (c) **Information Collection** - Information collection is the initial step of gathering raw information on the activities of those persons suspected of criminal activity.
- (d) **Evaluation of Information** - The purpose of evaluating information is to determine whether or not a piece of information is accurate.
- (e) **Collation of Information** - The collation of information is the organization of information into some logical sequence or pattern by which a particular operation can be understood.
- (f) **Information Analysis** - Information analysis is the separation of potentially valuable information from worthless or inaccurate data and the conversion of the information into finished intelligence.

1100.2 POLICY

It is the policy of the UMBPD that all members will be diligent in their pursuit of criminal activity by any person, group or organization operating within the jurisdiction of the University of Maryland, Baltimore (UMB). Intelligence information gathered will be crime-related, mission-related and subject to the strictest standards of verification. In addition, the process of gathering, reporting, and storing criminal intelligence will be accomplished in accordance with all applicable state and federal privacy laws.

1100.3 INTELLIGENCE GATHERING

1100.3.1 RESPONSIBILITY OF THE DEPUTY CHIEF

- (a) The Deputy Chief of Police or authorized designee is responsible for the intelligence function in the UMBPD.

Routine Criminal Intelligence Gathering

- (b) The Deputy Chief will consult with the Chief of Police to evaluate the appropriateness of intelligence information and decide how the information will be used. The Chief of Police, however, will be the only person permitted to authorize a covert investigation involving First Amendment activities. (See Policy 1102 - Freedom of Association and Assembly)
- (c) It is the responsibility of every member to immediately bring to the attention of the Deputy Chief of Police, through the chain of command, any information which poses a threat to the University community, the state or the nation.
- (d) When advised of such information, the Deputy Chief of Police, the Chief of Police, the Support Services Bureau Commander, and the Operations Bureau Commander will develop strategic and tactical intelligence that identifies the existence, nature and scope of criminal activity within the jurisdiction of the UMBPD. Together, they will also provide recommendations designed to combat criminal activity, provide operational units with accurate intelligence information and analyze the major organized crime problems.

1100.3.2 COLLECTING DATA

- (a) The gathering of intelligence data will focus on criminal activities including narcotics, bribery, extortion, gambling, arson, stolen property, hate crimes, domestic terrorism, gang activity, and homeland security matters.
- (b) Because the UMBPD recognizes the need to preserve the delicate balance between the constitutional rights afforded each citizen and the legitimate needs of law enforcement, intelligence gathering will be confined to those situations that require legitimate law enforcement response to a criminal or potential criminal threat.
- (c) Intelligence data will not be collected on:
 - 1. Any individual on the basis of being a supporter of an unpopular cause;
 - 2. On the basis of ethnicity or race;
 - 3. On the basis of religious or political affiliations; and
 - 4. On the basis on non-criminal personal habits.
- (d) No member will:
 - 1. Engage in any illegal activity in the collection or dissemination of intelligence data;
 - 2. Employ or direct an individual to engage in illegal activities in order to obtain intelligence;
 - 3. Use confidential data for political and/or economic purposes or for personal gain; and
 - 4. Provide confidential data to any person without the permission of the Chief of Police.
- (e) The UMBPD will not use intelligence data derived through illegal means. Intelligence derived from interviews and interrogations of arrested persons will be lawfully accomplished.

Routine Criminal Intelligence Gathering

- (f) Intelligence data will be limited to persons, groups or organizations that are involved or suspected of being involved in criminal activity or who present a threat to the University community.

1100.3.3 TECHNIQUES FOR COLLECTING DATA

- (a) Intelligence information is gathered through the use of informants, interaction with other law enforcement agencies, interviews and interrogations, and during routine investigations and conversations with University students and faculty.
- (b) No special precautions exist with obtaining information from juvenile informants except as established elsewhere in this policy.
- (c) The criteria for establishing a person as an informant may be based on the following:
 1. Credibility;
 2. Validity of the information;
 3. Value of the information as it relates to the investigation; and
 4. Type of crime being investigated.

1100.3.4 OFFICER RESPONSIBILITY

- (a) Every officer is responsible for reporting information received concerning criminal activity. Any officer receiving such information will report the information on an Administrative Form 95 or email, and forward the information through the chain of command to the Deputy Chief of Police. If the identity of an informant is mentioned in the report, the report will be sealed by the Deputy Chief of Police.
- (b) All police officers should attempt to develop informants. For this purpose, confidential funds will be made available by the Deputy Chief of Police (see Policy 603 - Informants).
- (c) When an informant is developed they will be given an informant number. The informant number consists of the designation SE (special employee) followed by a three digit number. All references to the informant will be by the informant number only.

1100.3.5 RECEIVING INTELLIGENCE

- (a) Any criminal intelligence information received by the UMBPD will be recorded on an Administrative Form 95, an email or a memorandum. The information will be sent to the Deputy Chief of Police through the chain of command.
- (b) The Deputy Chief of Police or authorized designee will screen the information to insure that it is limited to criminal conduct that presents a threat to the University community. Any criminal intelligence received that does not involve the University community will be forwarded to the appropriate police agency by the Deputy Chief or designee.

1100.3.6 INVESTIGATIONS DIVISION

- (a) Information certified by the Deputy Chief of Police as meeting the above criteria shall be forwarded to the Investigation Division for assignment to an investigator. The investigator is responsible for maintaining this information and utilizing it to

Routine Criminal Intelligence Gathering

enforce federal, state, and local laws. Intelligence information shall also be shared with other agencies including the Maryland Joint Terrorism Task Force (MJTTF) at the Maryland Coordination and Analysis Center (443-436-8800 or 1-800-492-TIPS (8477)). If necessary, a report can be faxed to 443-436-8825.

- (b) The Investigations Division shall maintain the integrity and security of all classified intelligence information.
- (c) Intelligence gathering activities (other than routine intelligence gathering by police officers and investigators) will only be conducted when criminal conduct presents a threat to the University community and with the advanced approval of the Chief of Police. All intelligence activities will be conducted in compliance with applicable local, state and federal laws.
- (d) Although all employees are responsible for being alert for criminal intelligence and taking appropriate actions to report same to Investigation Division personnel, staffing resources limits the UMBPD ability to conduct all but extremely limited criminal intelligence operations.
- (e) The Support Services Bureau Commander in consultation with the Operations Bureau Commander is responsible for facilitating and coordinating UMBPD relationships with appropriate agencies when necessary for the conduct of criminal intelligence operations.

1100.3.7 INFORMATION DISSEMINATION

- (a) The dissemination of information obtained through information collection, evaluation of information, collation of information and information analysis will be at the discretion of the Chief of Police based on:
 - 1. Need to know;
 - 2. Whether the accuracy of the information has been established;
 - 3. Whether dissemination would compromise the identity of a confidential source; and
 - 4. Agreement that the intelligence information will not be further disseminated by a third party.
- (b) The Deputy Chief of Police, the Support Services Bureau Commander and the Operations Bureau Commander will take steps to protect the confidentiality of the information source and direct the progress of on-going investigations.

1100.3.8 STORING INTELLIGENCE INFORMATION

- (a) The following criteria are established to regulate the type of information that is contained in the intelligence files. They include:
 - 1. Any information concerning the arrest, indictment or outstanding warrants for the arrest of an individual;
 - 2. Any data with reference made to the general criminal history of a suspect;

Routine Criminal Intelligence Gathering

3. Information on any individual who has been identified as a perpetrator of a crime by a witness or competent evidence;
 4. Information on any individual who threatens violent conduct affecting a person and/or property;
 5. Information on any individual wherein reasonable suspicion exists to believe that the individual is engaged in or conspiring to engage in criminal behavior;
 6. Any information concerning an individual's criminal activities that when properly analyzed would provide tactical and/or strategic intelligence; and
 7. The name, AKA, last known address, phone, date of birth, social security number, race, gender, modus Operandi, vehicle, associates and involved officer.
- (b) All intelligence information will be stored and maintained by the Investigations Division in a secure file cabinet separate from all other records. Access to intelligence files is restricted to the Investigation Division members, the Chief of Police and the Deputy Chief of Police or designee.

1100.3.9 ANNUAL REVIEW OF PROCEDURES/PROCESSES

The Deputy Chief of Police or designee will conduct annual reviews of all policies and standard operating procedures that are applicable to criminal intelligence and Homeland Security/Terrorism related matters to ensure that all procedures and processes are being accomplished in accordance with all applicable state, federal, and local laws. (see Policy 1101- Homeland Security)

1100.3.10 REVIEW OF ORGANIZATIONAL FILES

Intelligence information will be purged from the files as the information becomes outdated, is of no further use, or is determined to be false.

1100.3.11 TRAINING

- (a) All affected personnel shall be provided with periodic roll-call awareness training that addresses the collection, processing and sharing of intelligence information on gangs, criminal activity and current trends on the University campus.
- (b) In addition, Investigation Division investigators will receive additional training on the recognition and collection of criminal intelligence.

1100.4 SURVEILLANCE EQUIPMENT

- (a) Storage
 1. For accountability purposes, specialized equipment used for surveillance activities will be maintained in Room 016 of the Pine Street Station, which is secured by a locked door.
- (b) Authority/Use
 1. All use of the surveillance equipment shall only be authorized and coordinated by the Deputy Chief of Police or authorized designee. A request must be submitted for the use of surveillance equipment on an Administrative Form

University of Maryland, Baltimore Police Department

Policy Manual

Routine Criminal Intelligence Gathering

95 or memorandum. The request will be forwarded to the Deputy Chief of Police through the chain of command. Upon approval, the Investigation Division Supervisor or of the requesting member will be contacted and will be responsible for preparing a “surveillance plan” for the approval of the Chief of Police.