

# Bowie City Police Department - General Orders



TITLE: CRIMINAL INTELLIGENCE		NUMBER: 418
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<b>Chief John K. Nesky</b>	42.1.6	2

## I. POLICY

The City of Bowie Police Department will collect, process, and share with the appropriate allied law enforcement agencies any suspicious incidents and/or intelligence relating to criminal and/or homeland security threats. Intelligence gathering is not a primary function of the Department due to staffing and the plethora of allied law enforcement agencies in the Washington DC region that specialize in the collecting, processing, and sharing of intelligence information. (CALEA 42.1.6.a)

## II. PROCEDURES

### A. Collection Information:

It is the responsibility of all agency personnel to document any criminal and/or homeland security intelligence information on a Prince George's County Suspicious Activity Report and forwarded to the fusion center. (CALEA 42.1.6.b & g)

### B. Processing and Sharing:

1. Criminal intelligence/homeland security information reported will be forwarded through the chain-of-command to the Investigations Division Commander. (CALEA 42.1.6.g)
3. Information forwarded to Departmental Units will be reviewed for relevancy.
4. The Criminal Intelligence memos will be secured and stored in a locked file within the Investigative Division Commander's office. All intelligence information will be safeguarded on a need -to-know basis. (CALEA 42.1.6.d)
5. Information collected regarding threats to homeland security or an allied agencies jurisdiction will be forwarded as soon as possible. These agencies include, but are not limited to:
  - a. Maryland Joint Terrorism Task Force (JTTF);
  - b. Maryland Coordination and Analysis Center (MCAC);
  - c. Federal Bureau of Investigation (FBI) Terrorism Task Force;

- d. Council of Government (COG) Intelligence Subcommittee; and/or,
- e. Other federal, state and local law enforcement agencies and fusion centers.

### **III. LEGAL AND PRIVACY CONSIDERATIONS**

The Department recognizes the need to preserve the delicate balance between constitutional rights afforded to each citizen and the legitimate needs of law enforcement. Based on the paramount need to preserve these rights, intelligence gathering will be confined to those situations, which require a legitimate law enforcement response to a criminal or homeland security threat to the City of Bowie. To ensure that the democratic process is not subverted, the following practice will be adhered to: (CALEA 42.1.6.e & f)

A. Intelligence data will not be collected on:

- 1. Any individual on the basis that such person(s) supports unpopular causes;
- 2. Person(s) merely on the basis of ethnicity or race;
- 3. Any person(s) merely on the basis of religious and/or political affiliation; and/or,
- 4. Any person(s) merely on the basis of noncriminal personal habits. (CALEA 42.1.6.f)

B. No employee of the Department will:

- 1. Engage in any illegal activities in the collection or dissemination of intelligence data;
- 2. Employ or direct an individual to engage in illegal activities in order to obtain intelligence data;
- 3. Use confidential data for political and/or economic purposes or for personal gain; and/or,
- 4. Provide confidential data to any person(s) or organization outside of the law enforcement community without permission from the Investigative Division Commander. (CALEA 42.1.6.f)

### **IV. TRAINING**

All employees will review and become familiar with the Department's criminal intelligence policy. (CALEA 42.1.6.c)

### **V. RETENTION**

- A. Incorrect information will be purged from Department files immediately;
- B. The Investigations Division Commander, on a regular basis, will purge out-of-date information from agency files after 5 years per the Retention Schedule. (CALEA42.1.6.h)

### **VI. ANNUAL REVIEW**

It is the responsibility of the Captain with the assistance of the Investigative Division Commander, to review the policies and procedures in this directive annually. (CALEA 42.1.6.i)