

# UW Whitewater Police



## Intelligence Procedures

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### I. Purpose

To provide guidelines on the process of gathering intelligence information not specifically related to criminal cases.

### II. Definitions

**Intelligence:** Information collected, analyzed, and organized in a manner that will contribute to the prevention of illegal activity and identify those engaged in crime. Intelligence is derived from information that has been evaluated and properly vetted before it is disseminated to law enforcement agencies.

### III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that the appropriate procedures will be followed for the collection and sharing of information and events that qualify as intelligence information, and that once the intelligence has no further value it will be destroyed.

### IV. Procedure

- A. While the detective, under the supervision of the Assistant Chief, will have primary responsibility over the intelligence function at UWWPD, each member of the Department is responsible for gathering and reporting information in support of and acting on information produced.
- B. The Assistant Chief shall ensure that information collected during the intelligence gathering process is related to criminal conduct, potential threats, and/or disruptions to the community. Examples of criminal activities and potential threats to be monitored by a police officer or detective include, but are not limited to:
  - 1. Organized crime activities;
  - 2. Gang-related criminal activities;
  - 3. Subversive (of government) criminal activities;
  - 4. Narcotic, gambling, and vice criminal activities;
  - 5. Terrorism;
  - 6. Civil disorder/Anarchist activities;

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7. Habitual criminal activities;
  8. Avenger threats;
  9. Threats to research.
- C. A police officer or detective shall be assigned to gather intelligence. Intelligence information should be referred to the Assistant Chief or others who are designated to receive specific intelligence-related information. The Assistant Chief shall regularly review the intelligence files.
- D. All sworn personnel shall receive training on collecting, processing, and sharing suspicious incidents and intelligence during the police training and evaluation program. Refresher training shall be provided periodically during shift briefings and other Department meetings.
- E. Intelligence data not specifically related to criminal conduct, but part of an active investigation, shall remain in a locked file cabinet or secure computer file unless being utilized by authorized personnel. The intelligence files are maintained separately from all other Department records. Information in these files shall be maintained by the assigned detective or personnel. The Assistant Chief is responsible for auditing the integrity of the files and access is limited to the following:
1. Chief of Police;
  2. Assistant Chief;
  3. Detective
  4. Those individuals actively involved in intelligence activities.
- F. Distribution of the information should be guarded so that information that is not current or not verified is not shared with other department personnel. However, timely information that could be used to solve a case or prevent further crime should be shared with other sworn staff either via an electronic message to others or through a poster created with specific information on a person either wanted or who has been engaged in concerning behavior at UW-Whitewater or the local area.
1. Generally, the Detective position attends meetings with other area investigators and the Assistant Police Chief attends meetings with other local law enforcement executives. The Chief of Police attends meetings with other UW System Chiefs of Police. During these meetings, information is shared.
  2. Also, the Detective position is the department liaison with the state fusion centers used to gather and disseminate information on larger concerns.
  3. Intelligence can also be used to pass on information to others outside of UW-Whitewater Police Department under the below categories:
    - a. Law Enforcement Sensitive: Can only be shared with other law enforcement agencies
    - b. University Staff Sensitive: Can be shared with university staff, but not for the general public
    - c. General Public: Can be shared with anyone
- G. Intelligence case files shall be regularly reviewed, updated, corrected, and/or purged by a police officer or detective and approved and monitored by the Assistant Police Chief. All file

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material selected for purging and destruction shall only be removed and destroyed when it meets any of the following:

1. No longer useful;
  2. No longer relevant;
  3. Invalid;
  4. Inaccurate;
  5. Outdated;
  6. Unverifiable;
  7. Inconsistent with the goals and objectives of the department.
- H. Files that are not related to criminal conduct or activities that present a threat to the community shall be terminated and purged by the assigned officer and the Assistant Chief shall be notified. Out-of-date intelligence information and incorrect information shall be purged from intelligence records and may be released to the central records system upon approval of the Assistant Chief. Information shall be reviewed and validated for continuing compliance with submission criteria before the expiration of its retention period. All intelligence information is retained and purged in compliance with 28 Code of Federal Regulations Part 23.
- I. The Assistant Chief or designee has the ability to deploy intelligence personnel and equipment and utilize intelligence techniques when appropriate and necessary. The Assistant Chief or designee may assign trained personnel to collect, evaluate, analyze, and disseminate intelligence data regarding criminal activities. Personnel assigned may also consult other agencies to assist in an intelligence investigation(s) and/or contribute intelligence information to their data.
- J. Intelligence files shall be strictly controlled, monitored, and documented in a manner designed to protect against unauthorized disclosure or destruction of the information contained within them. Incident reports shall be written as necessary. These reports keep the Chief of Police informed of organized crime, hate groups, gangs, terrorist organizations, and other organized efforts of an illegal nature that pose a significant danger to the safety and well-being of the community.
- K. The use of any specialized intelligence equipment is limited to those officers who have been trained in the safe, effective, and legal use of such equipment.
- L. The Assistant Chief shall conduct a documented annual review of intelligence procedures and processes during the first quarter of each year and is due to the Chief of Police by April 1st.