



<b>WRITTEN DIRECTIVE</b>	No. <b>VI11-1003</b>	Page: 1 of 3
Subject: <b>Collection, Analysis, and Dissemination of Intelligence</b>	Effective Date:	06/22/11
	Supersedes/ Amends:	VI07-1003
	Reference:	42.1.6



**I. Purpose**

The purpose of this directive is to establish procedures for the collection, analysis and dissemination of intelligence information.

**II. Policy**

**42.1.6 E**

It shall be the policy of the Narcotics and Vice Unit to collect, analyze and disseminate, as appropriate, all available information pertaining to criminal and other activities that pose a threat to the community.

**III. Procedure**

- A. The Narcotics and Vice Unit will safeguard the integrity of all intelligence files and ensure that legal requirements relating to such files are not compromised.
- B. In order to comply with Section A above, the Narcotics and Vice Unit will:

**42.1.6 A**

- 1. Ensure the anonymity of all confidential informants in accordance with Written Directive, PD 0901; Informants.
- 2. Limit the collection of intelligence information to criminal conduct and activities that present an identifiable threat to the community to include the following at a minimum.
  - a. Organized Criminal Activity.
  - b. Subversive Activity.
  - c. Narcotics and Vice Activities.
  - d. Terrorist Activity.
  - e. Civil Disorders.

**42.1.6 E**

3. Restrict intelligence collection to the following:
  - a. Unconfirmed Intelligence, which consists of information, collected from various sources (often anonymous) that alone may infer criminal activity, but when combined with other information may legally establish criminal activity.
  - b. Strategic Intelligence consisting of information that is gathered in response to a policing problem and used to direct police efforts to a specific area, criminal activity or method of operation in an attempt to determine criminal responsibility, arrest criminal offenders and prevent additional criminal offenses.
  - c. Tactical Intelligence, which consists of information, gathered for use in the allocation of manpower and equipment to suppress identified criminal activity.

**42.1.6 F**

- C. All intelligence gathering activities will be conducted at the direction of the Narcotics and Vice Unit supervisor. Questions concerning the legality of the methods to be used will be referred to the Commonwealth's Attorney or his designee.
- D. All information gathered during an intelligence operation will be stored as field contact information within the Pistol 2000 system. This field contact information is accessed only by those personnel assigned to the Narcotics and Vice Unit, and the Captain and Deputy Chief of the Investigations and Administration Bureau, or their designee(s).

**42.1.6 B**

- E. The Narcotics and Vice Unit supervisor or his designee will be responsible for the following:

1. Timely review of intelligence information
2. Establishing correlation in methods of operation, suspects, locations and vehicles.

**42.1.6 G**

3. Dissemination of relevant strategic and tactical intelligence to other components within the department as well as other local, state and federal agencies.
4. Access to all intelligence information shall be controlled and limited to the Deputy Chief of the Investigations and Administration Bureau or his designee(s).

**42.1.6 D**

5. Information contained in the Intelligence files and all intelligence information shall be secured in the Narcotics and Vice Unit.
6. Access to all intelligence information shall be controlled and limited to the Deputy Chief of the Investigation and Administration Bureau or his designee(s).

**42.1.6 H**

7. Purging of information contained in the Intelligence files shall be in accordance with provisions in department policy, written directive VI-1001, and state law.
- F. Use of specialized equipment for purposes of gathering intelligence shall be in accordance with procedures established in Written Directive VI 1004.

---

Major K. Todd Swisher  
Investigations/Administration Bureau

June 22, 2011

---

Date