

	<p align="center"><b>MEDFIELD POLICE DEPARTMENT</b></p>	<p align="center"><b>POLICY NO. 2.13</b></p>
<p align="center"><b>CRIMINAL INTELLIGENCE</b></p>		
<p align="center">MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>42.2.1(d); 51.1.1; 51.1.2</b></p>		<p>DATE OF ISSUE: 06/11/2023</p> <p>EFFECTIVE DATE: 06/11/2023</p> <p>REVISION DATE: 11/07/2025</p>
<p align="center">ISSUING AUTHORITY:</p> <p align="center">Michelle Guerette Chief of Police</p>		

## I. GENERAL CONSIDERATIONS AND GUIDELINES

Intelligence is an activity principally concerned with collecting, processing, and disseminating information in specified problem areas. These areas typically include:

1. Organized criminal activities;
2. Subversive activities;
3. Vice activities;
4. Terrorism;
5. Civil Disorders.

The responsibility for the department's intelligence activities may assigned to its criminal investigation function or its vice, drug and/or organized crime control function.

## II. POLICY

### A. It is the policy of this department that:

1. Intelligence gathering efforts shall not interfere with the exercise of constitutionally guaranteed rights and privileges; and [42.1.6(f)]
2. No intelligence information shall be gathered or retained unless it specifically relates to criminal conduct or to activities that present a threat to the community. [42.1.6(e)]

## III. PROCEDURES

### A. Gathering of Intelligence Information

1. It is the responsibility of all officers to assist in the gathering of information on organized crime, subversive activities, vice activities, terrorism and civil disorders. [51.1.1(b)][42.1.6 (b)]
2. The department will not knowingly collect intelligence data on any individual or group merely on the basis of: [51.1.1(b)]
  - a. The individual's or group's support of unpopular causes;
  - b. The individual's or group's race, color, religion, sex, national origin, or political affiliation; or
  - c. The individual's or group's lawful habits and/or predilections.
3. The Deputy Chief shall review intelligence information to ensure that the criminal intelligence collected, documented and maintained is limited to criminal conduct and relates to activities that present a threat to the community. All intelligence information shall meet at least one of the following criteria: [51.1.1(a)(b)][42.1.6(a)]
  - a. Arrest, indictment, or outstanding warrant(s);
  - b. Any individual identified as a perpetrator of a crime by a witness or competent evidence;
  - c. Any individual who threatens violence towards people or property;
  - d. Any individual where reasonable suspicion exists to believe the individual has or is engaged in or is conspiring to engage in criminal activity;

- e. Any information that depicts the extent or scope of organized crime activity;
  - f. Any information relating to the identity of a victim, witness, or complainant of organized crime activity;
  - g. Any information relating to organized crime related social, political, business, or professional associations where said information reasonably demonstrates that a potential for future criminal conduct exists; or
  - h. Any information concerning an individual's criminal activity that provides tactical and/or strategic intelligence.
4. The Chief of Police or his/her designee shall develop procedures for the utilization of intelligence personnel and techniques. [51.1.1(d)]
- a. Training in the safe, effective and legal use of specialized intelligence equipment, such as electronic surveillance equipment, is required before the officer may use the equipment. [42.1.6(c)]

## B. Evaluation of Intelligence Data

1. The Deputy Chief shall evaluate all sources of information as: [51.1.1(b)]
- a. Completely Reliable. No question as to authenticity, trustworthiness, or competency. Information supplied by a person proven to be reliable in all instances;
  - b. Usually Reliable. There may be some doubt as to authenticity, trustworthiness, or competency. However, information previously supplied by that source has generally proven to be reliable in a majority of cases;
  - c. Fairly Reliable. There may be some doubt as to authenticity, trustworthiness, or competency. However, information previously supplied by that source has generally proven to be reliable in a moderate number of cases;
  - d. Unknown Reliability. Information supplied by that source cannot be determined by either judged experience or investigation. No way of knowing authenticity, trustworthiness, or competency;
  - e. Not Usually Reliable. There is doubt as to authenticity, trustworthiness, or competency. Information previously supplied by

that source has not been reliable although occasional valid reports had been submitted.

2. All intelligence reports will indicate the source of information from which the data was obtained. The source will be evaluated as to its accuracy and validity. Attempts should be made to substantiate the information through other sources. For information from informants, refer to the departmental policy on Use of Informants.

### C. Intelligence Records

1. FILES: Because of the highly sensitive nature of these activities, records concerning active intelligence gathering, organized crime and vice investigations shall be maintained separately from central records and central investigative records. These records shall be maintained in a locked file and shall be accessed only by Investigating Detective, Deputy Chief, the Chief of Police, and other specifically authorized personnel.  
[51.1.2][42.1.6(d)]
2. ELECTRONIC FILES: Data Processing Systems used for these purposes shall have a password for entry and/or retrieval of information within such system. Said code shall be under the control of the Deputy Chief. Confidential information can be restricted to investigator(s) only.  
[51.1.2][42.1.6(d)]
3. The Deputy Chief shall monitor the information analysis and storage process to ensure that all information receives appropriate disposition and that only appropriate information is kept. [S]he shall be responsible for the security of all such information.
4. All information retained or disseminated shall be objective, logical and concise. Any assembled data must be rated as to its validity and all data relating to the same subject matter from more than one source and thought to be reliable will be correlated.
5. Information received from preliminary investigations/reports shall use the assigned incident numbers. If a record has not received an incident number, it will be assigned a "record" number. In either case, all records will be kept in a secured record system and all records may be recalled by name, address and either incident number or record number.
6. The Deputy Chief is responsible for reporting and disseminating intelligence information to appropriate department personnel and other agencies in order that investigations may be initiated when appropriate.

7. All requests for information concerning vice and organized crime control investigations received by the department shall be forwarded to the Deputy Chief. [S]he shall be the designated liaison person for joint efforts and information exchange with federal, state and local law enforcement agencies. [42.1.6(g)]
  - a. Where applicable, all requests for information shall be processed in accordance with the Criminal Offender Records Information Act. See departmental policy on Criminal Offender Record Information.
  - b. [S]he shall maintain a secured record of all information conveyed to or received from all outside agencies regarding such matters. [51.1.2]

D. Review and Evaluation of Records [51.1.1(c)][42.1.6 (h)]

1. All information retained shall be evaluated as to its continued relevancy and importance at least every two years. The Deputy Chief shall establish a procedure for review and audit.
2. The purpose of this review and audit shall be to determine:
  - a. That no files are being kept which violate the substantive provisions of these procedures;
  - b. That the department is following procedures which ensure that material retained is relevant to the department's mission; and
  - c. That all outdated, incorrect or irrelevant information is purged from the files. Its destruction shall be conducted under the direction of the Deputy Chief and will be shredded.