

**6.10**  
**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued:** July 25, 1997                      **Revision Date:**                      September 21, 2006  
**Subject:**                      Intelligence Gathering                      **Reference:**  
**To:**                      All Officers

**I. POLICY:**

Each officer is encouraged to develop intelligence information. Intelligence is the general information obtained from reliable and unreliable sources, which relates to criminal activity. The information may not have enough substance to require a criminal complaint, however, it is information that should be documented in order for it to be analyzed as to it's importance in criminal investigations. Intelligence is not considered public information and will not be made available for release.

**II. PROCEDURE**

1. Documentation of intelligence information is completed by the individual officer receiving the information. The information should be titled "Intelligence Report or Intel Report" and sent either in writing or by e-mail to the Support Services Division Commander.
2. The information should include as much detail as possible and record the specific criminal activity, names of those involved or suspected of involvement, dates and times, if known, and other pertinent details of the information.
3. It is not necessary to name the source of the information, especially if the source is a "confidential informant". However, the reliability of the source should be scrutinized as to motive and background for giving information. This is useful in analyzing the importance of the information.
4. All intelligence reports will be forwarded directly to the Support Services Division Commander by the officer who received and documented the information. The information will be analyzed on content and follow-up instituted if required.
5. All reports and files are confidential and release of information will be determined on a need to know basis. Information will be disseminated by the Chief of Police or the Support Services Division Commander only. Each report will be secured in the intelligence files for the month in which it was written.
6. All intelligence information relating directly to officer safety issues will be disseminated immediately.

7. Each individual officer may maintain a separate file for copies of intelligence information that they have submitted, provided that they maintain it in a secure manner.

8. Pursuant to the requirements of the State of Colorado Archives, the time retention for intelligence information will be until the intelligence records are no longer needed.

**Authorized By:**

**Walter K. Vanatta**  
**Chief of Police**