

## **DIRECTIVE 40.2 INTELLIGENCE ANALYSIS**

<b>Issue Date: 03/26/2025</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue: 03/31/2020)</b>	<b>CALEA Standards Referenced: 40.2.1; 40.2.2; 40.2.3</b>
<b>Pages: 6</b>	
	<b>Review: October 2025</b>

**This directive consists of the following sections:**

**[40.2.1 Criminal Intelligence Data Collection](#)**  
**[40.2.2 Intelligence Analysis Procedures](#)**  
**[40.2.3 Criminal Intelligence Procedures](#)**

### **POLICY AND PROCEDURE:**

#### **[40.2.1 Criminal Intelligence Data Collection](#)**

Information gathering is a fundamental and essential element in the all-encompassing duties of any law enforcement agency. When acquired, information is used to prevent crime, pursue and apprehend offenders and obtain evidence necessary for conviction. It is the policy of the Miami Township Police Department to gather information directed toward specific individuals or organizations reasonably suspected of criminal activity, to gather it with due respect for the rights of those involved and to disseminate it only to authorized individuals as defined. While criminal intelligence may be assigned to specific personnel within the agency, all members of this agency are responsible for reporting information that may help identify criminal conspirators and perpetrators.

#### **[40.2.2 Intelligence Analysis Procedures](#)**

All personnel are encouraged to forward pertinent information which may be beneficial to the department effort, to the Investigations Division Supervisor. Information developed through intelligence will be provided to patrol and investigative personnel in order to increase the effectiveness of the enforcement and deterrent efforts. This information may be in the form of intelligence memos, bulletins and email.

#### **[Identifying Sources](#)**

Officers who obtain intelligence information shall complete an intelligence report. This report shall contain:

- Source of Information;

- Date of Report;
- Source Identification;
- Evaluation of Source;
- Source Information Acquired By;
- Details of Report;
- Reporting Officers Name.

The Investigations Division Supervisor is responsible for ensuring the validity of information collected. Information content shall be:

- Verified;
- Not Verified;
- Partially Verified.

The Investigations Division Supervisor shall make a recommendation for follow up:

- Evaluate and File Information;
- Investigator to Follow Up;
- Additional Information from Source Needed.

### Disseminating Analysis

The intelligence function is often confronted with the need to balance information gathering requirements for law enforcement with the rights of individuals. To this end, Miami Township Police Department shall adhere to the following:

- Information gathering for intelligence purposes shall be premised on circumstances that provide a reasonable indication that a crime has been committed or is being planned.
- Investigative techniques employed shall be lawful and only so intrusive as to gather enough information to prevent the criminal act and/or to identify and prosecute violators.
- The intelligence function shall make every effort to ensure that information added to the criminal intelligence base is relevant to a current or ongoing investigation and the product of dependable and trustworthy sources of information. A record shall be kept of the source of all information received and maintained by the intelligence function.
- Information gathered and maintained by this agency for intelligence purposes may be disseminated only to appropriate persons for legitimate law enforcement purposes in accordance with law and procedures established by this agency. A record shall be kept regarding the dissemination of all such information to persons within this or another law enforcement agency.
- No department personnel or function will investigate or maintain files, including personal files, on any person, group or organization based solely on the following activities or conditions:
  - Race;
  - Sex;

- Creed;
- Ethnicity;
- National Origin;
- Religious Practices or Affiliations;
- Political Activity.

### **40.2.3 Criminal Intelligence Procedures**

#### **Purpose and Responsibility**

Primary responsibility for the direction of intelligence operations; coordination of personnel; and collection, evaluation, collation, analysis and dissemination of intelligence information is assigned by the Chief of Police to the Investigation Division Supervisor and includes:

- Maintaining control of intelligence personnel, files, equipment and techniques in such a manner as to comply with all Federal and State laws and Directives, Policies and Procedures of this department.
- Collecting intelligence in accordance with priorities determined on a department wide basis. Ensuring that the information gathered is limited to criminal conduct and potential threats to the community.
- Serving as the principal channel for receipt and dissemination of law enforcement intelligence within the department.
- Providing timely analytical support to department operations including but not limited to analysis of the aims and methods of organizations, which are prone to public violence.
- When requested by enforcement groups, making personal contact with citizens or organizations for use of their residences or businesses for surveillance on criminal target locations.

The type of information that may be included in the intelligence system includes:

- Criminal Intelligence Data – Information compiled, analyzed and/or disseminated to anticipate, prevent or monitor criminal activity. Information from various sources that by itself may not infer criminal activity but when combined with other information make an inference of criminal activity.
- Strategic Intelligence – Information concerning existing patterns or emerging trends of criminal activity designed to assist in criminal apprehension and crime control strategies, for both short and long-term investigative goals.
- Tactical Intelligence – Information regarding a specific criminal event that can be used immediately by operational units to further a criminal investigation, plan tactical operations and provide for officer safety.

It is the mission of the intelligence function to gather information from all sources in a manner consistent with the law in support of efforts to provide tactical or strategic information on the existence, identities, and capabilities of criminal suspects and enterprises generally and, in particular, to further crime prevention and enforcement objectives/priorities identified by this agency.

Information that implicates, suggests implication or complicity of any public official in criminal activity or corruption shall be immediately reported to the Chief of Police and other appropriate agencies as directed by the Chief of Police.

Information gathering in support of the intelligence function is the responsibility of each member of this agency, although specific assignment may be made as deemed necessary by the Investigations Division Supervisor.

All sworn personnel shall receive training on the Miami Township Criminal Intelligence function through receipt of this directive during the field training program. All sworn personnel shall sign for receipt of this directive any time it is revised/reissued. Personnel with LEADS certification shall have access and training on obtaining/use of criminal history checks, obtaining records, warrant and vehicle checks and instruction on obtaining information and assistance from other agencies, Local, State and Federal.

#### *Safeguarding, Securing and Storing of Information*

All intelligence files shall be maintained in a secure location under the direct control of the Investigations Division Supervisor. The files will be maintained in a secure locked file located in the Investigations Division Supervisors office, separate from departmental arrest and offense reports. The intelligence files will be kept locked unless the Investigations Division Supervisor is present. Matters of public record that are of intelligence value will be kept separate from the intelligence files compiled by members of the department.

#### *Dissemination of Information*

Upon receipt and evaluation of an Intelligence Report, information content and verification and recommendation for follow up, the Investigations Division Supervisor shall assign the investigation and disseminate information received to the assigned Investigator and/or agency assigned and any other person with a need to know.

Dissemination of intelligence information outside of the agency must meet these guidelines:

- Be needed in an active criminal investigation by the requesting law enforcement person or agency.
- Be reviewed to determine if a 'Need to Know' and 'Right to Know' basis has been established.
- Be reviewed by the Investigations Division Supervisor prior to release.
- Be approved for release by the Investigations Division Supervisor and/or the Chief of Police if requested information is classified.

Need to Know is defined as:

- Any law enforcement agency in the lawful pursuit of a criminal investigation.

- Any law enforcement agency preparing an assessment of criminal activity where this information is required.
- Any law enforcement agency developing an analytical product pertaining to strategic or tactical analysis.

Right to Know is defined as:

- Any law enforcement agency in the lawful pursuit of a criminal investigation.

Any breach of security pertaining to intelligence files in any manner by any department employee will be considered gross misconduct and may result in termination of the employee.

Information requested by telephone or in person will be provided only to the requesting party and then only upon verification of the person and agency which is requesting such information. The investigating officer will make proper entry in the file of information disseminated. All requests and responses to members of the intelligence community will be subject to approval by the Investigations Division Supervisor.

Miami Township has access to outside sources of intelligence information; OHLEG and SWOPINTEL. Should intelligence information be received through these sources, the person receiving the intelligence shall distribute the information as needed.

Ohio Law Enforcement Gateway (OHLEG) allows law enforcement officers to search incident reports and field notes kept by other agencies throughout the state of Ohio. OHLEG allows access to the following data bases:

- Computerized Criminal History Files;
- Electronic Sexual Offender Registration and Notification Database;
- Department of Rehabilitation and Correction Records;
- Bureau of Motor Vehicles Database;
- Ohio Local Law Enforcement Information Sharing Network Database.

All Miami Township sworn personnel have access to OHLEG.

Southwestern Ohio Police Intelligence Network (SWOPINTEL) is an email subscription service. SWOPINTEL is 24/7/365 as information becomes available. Miami Township subscribes and receives information on these active investigations.

#### [Purging of Information](#)

The intelligence files will be purged as follows:

- Permanent Files – Files that name a person by name, address, date of birth, or name a specific organization where identification can be made. These files are kept for 5 years after the date of the last entry.

- Temporary Files – Files where a person or organization can only be described but not specifically named. These files are to be purged at the end of one year if during that time a positive identification cannot be made of the person or organization. If a positive identification is made within one year, then the file is reclassified as a permanent file and is kept pursuant to that file type.
- Working Files – These files occur when information is forwarded to the Investigation Division Supervisor about a person or organization, but the intelligence officer has not yet verified the accuracy of the file. These are kept for 20 days. At the end of that period, they must be destroyed if the assigned investigator has not made the attempt to verify the information. If the information is verified, then the working file is to be reclassified as permanent or temporary. At least once each month all working files shall be reviewed and an Intelligence Operations Working Files report shall be submitted by the Investigations Supervisor to the Chief of Police.

All purged intelligence files will be destroyed by shredding under the direct personal supervision of the Investigations Division Supervisor. Destruction records will be maintained by the Investigations Supervisor listing all files destroyed. The destruction records will then become permanent records maintained by the Investigations Division Supervisor.

In January of each year, an Intelligence Purged File report shall be submitted by the Investigations Division Supervisor to the Chief of Police.

#### [Annual Review](#)

In January of each year, the Investigations Division Supervisor shall review the procedures and processes of the intelligence function. Upon review and if the Investigations Supervisor determines a change in procedures or processes is needed, he/she shall include any recommendations for change in the Intelligence Files, Purged Files report. The annual review shall also include a documented review of this Directive.