



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

INMATE CRIMINAL INTELLIGENCE GATHERING

EFFECTIVE DATE: 3/13/09
 AMENDS/SUPERCEDES: See attached sheet
 STANDARD NUMBER:

REVIEW DATE: 3/13/09
 REVISION DATE: 3/13/09
 APPROVED: _____
 Sheriff Signature

37.5.1 Purpose

The purpose of this policy is to provide WCCF with procedures, guidelines and requirements for an intelligence gathering and disseminating process.

Cross Reference

JA 07 - GRAMA: Access to Records
 JB 01 - Mission Statement
 WCSO P&P 29.16 and 29.17 - Confidential Informants
 WCSO P&P Chapter 37 - Operations Support: Criminal Intelligence

37.5.2 Rationale

- A. This policy and procedure will help WCCF staff members decipher what intelligence to gather. This procedure, moreover, will act as a managing tool, a means of crime prevention, and a dynamic way to solve more crime; essentially, corrections staff can play a key role in our law enforcing communities.
- B. Because a variety of WCSO members—and non-members—gather intelligence, this process delineates who should participate. This includes, but is not limited to, any law enforcement officer(s) that is authorized by law to engage in or supervise the prevention, detection, investigation, prosecution, or incarceration of any person for any misconduct or violation of law. There must be a direct relationship to WCSO.
- C. In order for this process to function properly, housing and support staff are essential components: WCSO staff members have access to inmate mail, inmate telephone calls, inmate visitors and inmate cells.
- D. For a practical means of channeling intelligence and an effective way to disburse intelligence there shall be a procedure for classifying gathered

intelligence. All intelligence that is referred to the intelligence analyst will be coded as low, medium or high alert.

- E. In order to have an organized intelligence gathering process, a designated person, aside from his or her normal responsibilities, shall follow the following listed procedures.

37.5.3 Definitions

WCCF: Weber County Correctional Facility

WCCF Staff: All staff members employed by the Weber County Sheriff's Office that may be sworn or non-sworn that may receive criminal intelligence information.

Intelligence Gathering: To gather pertinent Intelligence by civilian or sworn staff that may be used for facility management or solving crime.

Critical Information: necessitates immediate action by staff member(s)

Relevant Intelligence: Intelligence that is used for better facility management or solving crime.

Designation: To classify intelligence as low, medium or high risk.

Dissemination: To disburse intelligence.

Feedback: The practice of returning input from other agencies; feedback is a key component of the intelligence gathering process.

IDHO: Inmate Discipline Hearing Office

Intelligence Analyst: A sworn staff member who is designated to analyze gathered intelligence, aside from his or her normal duties.

Reasonable Suspicion or Criminal Predicate: when intelligence exists which establishes sufficient facts to give a trained law enforcement officer/investigator a basis to believe there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise.

Source Management: As it pertains to this policy, refers to monetary compensation for information.

37.5.4 Policy

It is the policy of the WCCF that:

- A. Guidelines and procedures related to the gathering and dispersion of sensitive but critically useful intelligence on criminal activities and intelligence be established.
- B. It is the policy of the WCCF to have a designated staff member as the criminal intelligence analyst.
- C. It is the policy of the WCCF that intelligence gathered thru this intelligence gathering process be used as a management tool for the betterment and advantage of the WCSO as a whole and particularly for the WCCF.

37.5.5 Procedure

- A. Intelligence Sources
 - 1. Areas of concern as to gathering intelligence are observed, monitored and located by Weber County Sheriff's Office operations staff as well as support staff. Some problematic areas that are vital for gathering key intelligence are included below, but are not limited to:
 - a. The 12th Street Sheriff's Complex
 - b. The Kiesel Work Release Facility.
 - c. Any work release and/or community service program where critical intelligence becomes available.
 - d. Program volunteers and program staff members.
 - 2. There will also be outside sources of information that may be gathered, to include but not limited to:
 - a. Other correctional institutions.
 - b. Transportation staff, both of the WCSO and other agencies.

- c. Electronic notices. (ie. e-mail)
 - d. Telephone calls and other electronic monitoring devices.
3. Evaluation of Source Reliability - This refers to the reliability of the source of information and is an index of the consistency with which or how the information is reported. Credibility should be established within the reporting staff members original report. The source reliability scale consists of four designations and is used as follows:
- a. High Reliability - Refers to a source about whom there may be very little doubt as to its authenticity, trustworthiness or competency. However, information obtained from the source in the past has, in the majority of instances, proved to be reliable.
 - b. Usually Reliable - Refers to a source about whom there may be some doubt as to its authenticity, trustworthiness or competency. Information obtained from the source in the past had, in the majority of instances, proved to be reliable.
 - c. Not Often Reliable - Refers to a source about who there is doubt as to its authenticity and trustworthiness. Information supplied in the past is not reliable, although occasional valid reports have been submitted.
 - d. Reliability Unknown - Refers to a source whose reliability has not been determined by either experience or investigation. No way of knowing its authenticity, trustworthiness or competency.
4. The WCCF does **not** engage in source management. There are no funds designated for source management within the correctional environment. Staff receiving information from an informant shall have no authority to offer any form of compensation (including: providing information, goods, services, or money) for the purpose of influencing the informant to provide information. Implied coercion is avoided by **not** managing sources.

B. Staff Responsibilities

1. Weber County Sheriff's Office staff members that may be involved in criminal intelligence gathering are designated as such:
 - a. Any WCCF corrections staff who identifies an alleged internal or external offense, whether a criminal or management issue, that has direct connection to currently incarcerated inmates. There should be a link between the offense(s) and WCCF inmates.
 - b. Any support staff that identifies an alleged internal or external offense as illustrated above.
 - c. Any custodial staff that identifies an alleged internal or external offense as summarized above.
 - d. Any health care worker or contractor that identifies an alleged internal or external offense as outlined above.
2. Intelligence shall be forwarded to the intelligence analyst by the end of the source gatherer's shift. A supervisor should be briefed and proof read the criminal intelligence gathering form.

C. Priority Designation

1. This intelligence that is forwarded to the designated analyst will be coded as low, medium or high alert status by originating WCCF staff member. This intelligence is outlined as follows:
 - a. Low alert intelligence shall be documented and stored for further development, and shall adhere to the following criteria: Low priority data is essentially for logging, tracking and facility management. Low priority data may help in the future. If an officer gathers intelligence that he or she thinks is not high priority but feels it should be logged and forwarded (gang tattoos and gang affiliation, or hearsay are good examples of low priority), they should do so promptly. One element to avoid is forwarding intelligence that will pollute the process.
 - b. Medium priority intelligence is moderately significant and must be investigated immediately, whether internally or externally (i.e. inmates who wish to speak with Weber

Morgan Narcotic Strike Force may be medium priority data).

- c. High priority intelligence shall be dealt with immediately: If deputies feel that the intelligence is urgent, forward it at once. If the intelligence that is gathered can help protect the community and facility—whether internally or externally—then it is likely to be high alert intelligence. If deputies inherently feel that the intelligence should be dealt with immediately, then it is likely to be high alert intelligence.
2. Deputies should specify the priority at the beginning of his or her incident report, and then forward it to the analyst. Once the analyst has found intelligence to be high priority, the intelligence shall be disseminated to the proper authorities.
 - a. Although the initial responder should designate low, medium or high priority at the beginning of his or her synopsis/incident report, it is ultimately the analyst's responsibility to officially rank the intelligence.
 - b. When the analyst disseminates intelligence—in order for the process to function properly—WCSO should solicit feedback from the agency or organization. The feedback should designate whether the intelligence benefitted them (or not). Subsequently, the feedback shall be tracked and logged as a supplemental report.

D. Intelligence Analyst: Duties

1. The analyst must understand and abide by all legal limitations and/or liabilities before acting in concert with this process.
2. The intelligence in which this process will focus on is any gathered intelligence that will prevent or deter any internal misconduct, criminal incident, or any intelligence that can be used to aid in an investigation, whether internal or external. This process will *not* focus on pre-arrest intelligence.
3. Once the gathered intelligence has been initially screened by the analyst, it shall then be classified as high, medium or low risk. The submitting deputy's preliminary recommendation is welcomed. For

instance, the deputy should specify what level of risk before distribution.

4. The analyst must decipher where the intelligence will be of most assistance. If the intelligence is internal it then will be disseminated in-house, and at the target location. For example, an internal, gang-involved incident will be disbursed to Weber County's Investigation Bureau, etc.
5. The analyst will be responsible for managing the record keeping process in regards to the criminal intelligence gathered and the sources that are being managed.
 - a. These records will be maintained separately, they will be kept secured. And these records will be considered protected. These records will be managed as designated in WCCF Policy JA 07 - GRAMA: Access to records

E. Dissemination

1. Relevant intelligence is any intelligence pertinent to the management of the facility—both internally or externally, as described below:
 - a. Internal safety and security issues (e.g. inside gang activity, inside sexual misconduct or inside destruction of jail property, etc.).
 - b. Internal criminal activity, that is, any incident that is classified as an alleged, internal crime.
 - c. External intelligence is any relevant data found outside the confines of the facility that may support a criminal investigation.
2. Once the intelligence has been identified a number of steps must be followed:
 - a. The intelligence should be documented and brought to the attention of the proper personnel. For instance, the intelligence analyst should be advised of the incident, whether it is internal or external.

- b. The incident shall be coded as low, medium or high alert.
- c. When the designated analyst is done coding and further investigating the incident, they will then disseminate the intelligence to where it will be used effectively (i.e. Weber County Investigations, etc.).
- d. If the incident is deemed a criminal act the case will need to be evaluated. A decision will be made to pursue a criminal investigation and/or create an inmate misconduct report for review by the IDHO.
- e. If the incident is deemed an internal misconduct (or safety and security issue), the analyst shall disburse the intelligence through the WCCF chain-of-command.
- f. In order for this process to constantly function, the analyst must obtain follow-up on any disseminated incident: If the incident is deemed a criminal act, then the outcome shall be documented and tracked. And, if the incident is deemed an internal incident it shall also be documented and tracked.
- g. Any intelligence that is used (internally or externally) should be clearly documented. For example, if Ogden City Police uses intelligence to investigate a certain crime, our designated analyst should log and disseminate the final result.