

COLUMBUS POLICE DEPARTMENT



General Order 40: Crime Analysis and Intelligence

CALEA Standards: 40.2.3Replaces:
Effective date: December 12, 2017

Chapter Contents:

- 40.1 Crime Analysis
- 40.2.3 Criminal Intelligence Procedures

40.1 Crime Analysis

40.2.3 Criminal Intelligence Procedures

A. Purpose and Responsibility of Agency Personnel:

1. Any employee receiving criminal intelligence information shall relay the information to any person assigned to collect or maintain criminal intelligence for the Columbus Police Department.
2. The circumstances of the information will require additional notification to a superior, an administrator, other local law enforcement agencies, or the appropriate state and federal agencies in the following circumstances:
 - a. When the information indicates imminent threat or danger.
 - b. When the information is criminal intelligence for another jurisdiction.

B. The personnel assigned to the I.L.P. Unit are responsible for safeguarding, securing and storing of the intelligence information. This includes any physical records or electronic data.

1. Intelligence data is to be maintained and secured. This may be done by securing the information in a locked area and/or electronically, where access to the files can be restricted.
2. All intelligence data shall be kept separate from all other case reports.
3. Any failure to maintain confidentiality or otherwise cause a breach in the security of these, or other departmental files, by a department employee, may result in termination of employment.
4. The information collected is limited to criminal conduct, or relates to activities that present a potential threat.

C. Distribution of Information:

1. Distribution of information from these files is limited to law enforcement officers who have a need to know, which include the following:
 - a. Any law enforcement officer in the lawful pursuit of a criminal investigation;
 - b. Any law enforcement officer preparing an assessment of criminal activity where this information is required; and

- c. Any law enforcement agency developing an analytical product pertaining to strategic or tactical analysis.
 - 2. The exchange of information as well as coordination of efforts between the department and other criminal justice agencies in intelligence gathering matters is vital to effective law enforcement. The department is committed to this effort and encourages other agencies to become involved in the exchange of information.
- D. All intelligence data collected and maintained should be reviewed by the I.L.P. sergeant or his/her designee on an annual basis in accordance with federal regulations. When the intelligence has no further informational value, the information should be destroyed if out-of-date or corrected if the information is incorrect.
- E. The Administrative Captain or his/her designee will perform an annual review of procedures and processes in regards to criminal intelligence.

Acceptance by Columbus Police Department Captain's Board:

Date: _____

Jonathan L. Rohde, Chief

Attest:

Matthew Todd Harry, Deputy Chief

Sandy LaBarbera, Chief's Secretary

Michael Richardson, Uniform Captain

Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: _____

Jim Lienhoop, Mayor

Attest:

Mary Ferdon, Member

Luann Welmer, Clerk-Treasurer

John Pickett, Member

Jim Strietelmeier, Member

Brenda Sullivan, Member

Acceptance by Columbus Police Department Captain's Board:

Date: 12-12-2017

[Signature]
Jonathan L. Rohde, Chief

Attest:

[Signature]
Matthew Todd Harry, Deputy Chief

[Signature]
Sandy LaBarbera, Chief's Secretary

[Signature]
Michael Richardson, Uniform Captain

[Signature]
Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: 12/12/17

Jim Lienhoop, Mayor

Attest:

[Signature]
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[Signature]
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[Signature]
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[Signature]
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[Signature]
Brenda Sullivan, Member