



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	<b>SUBJECT</b>  Criminal Intelligence Protocols		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b>  <i>Signature on File</i>		
<b>NUMBER</b> 30	<b>ORIGINAL ISSUE</b> 07/15/1985	<b>CURRENT REVISION</b> 06/18/2021	<b>TOTAL PAGES</b> 12

## AUTHORITY/RELATED REFERENCES

Florida Department of Education Comprehensive School Threat Assessment Guidelines  
 FSS Chapter 119, Public Records  
 FSS 1001.212, Office of Safe Schools  
 General Order 8, Mentally Ill Persons  
 General Order 17, Records Management  
 General Order 42, Impounding and Controlling of Property and Evidence  
 General Order 77, Computer, Cellular Telephone and Data Utilization  
 Special Order 10, Building Security and Evacuation  
 Title 28, Code of Federal Regulations, Part 23, U.S. Department of Justice

## ACCREDITATION REFERENCES

CALEA Chapters    40, 82  
 CFA Chapter        19

## KEY WORD INDEX

<b>Access, Utilization and Release</b>	Procedure II
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## POLICY

The Department shall establish protocols for the collection, correlation, analysis and dissemination of criminal intelligence in compliance with state and federal laws and procedures. Members shall adhere to established protocols when involved in any part of the criminal intelligence process.

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## DEFINITIONS

**Criminal Intelligence:** Information collected by a criminal justice agency relating to an identifiable person, group of persons, vehicle, location, or business in an effort to anticipate, prevent, or monitor possible criminal activity when such information has been evaluated and determined to: 1) be relevant to the identification of criminal activity engaged in by an individual or organization reasonably suspected of involvement in criminal activity, and 2) meet criminal intelligence system submission criteria of the Department.

**Criminal Justice Agency:** Any law enforcement agency, correctional agency, court or prosecutor. The term also includes any other agency charged by law with criminal law enforcement duties, or any agency having custody of criminal intelligence for the purpose of assisting other criminal justice agencies in conducting active criminal investigations or prosecutions.

**Criminal Predicate:** A level of suspicion established by information and sufficient facts leading a trained law enforcement officer to believe there is a reasonable possibility an individual or organization is involved in a definable criminal activity or enterprise.

**Mass Violence:** An intentional, planned, premeditated, violent criminal act or killing resulting in physical, emotional, or psychological injury to three or more people, not including the perpetrator.

**Serious Substantive Threat:** A direct, specific, and plausible threat to physically injure, kill, sexually assault, shoot, or injure someone with a weapon, and steps have been taken to carry out the threat.

**Substantive Threat:** A threat expressing the intent to physically injure, kill, sexually assault, shoot, or injure someone beyond the immediate situation and there is some risk the subject will carry out the threat.

**Targeted Violence:** An intentional, planned, premeditated, and violent criminal act resulting in physical, emotional, or psychological injury to a specific person or group of persons.

**Threat Assessment:** The identification, and evaluation, of the seriousness of a threat and danger it poses to others.

**Transient Threat:** A rhetorical or vague remark to physically injure, kill, sexually assault, shoot, or injure someone made during a temporary feeling of anger or frustration, lacking detail or plausibility, and it is unlikely to be carried out.

## PROCEDURES

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### I. GENERAL GUIDELINES

- A. The Criminal Intelligence Unit (CIU) has the primary responsibility for gathering, analyzing, disseminating and maintaining criminal intelligence for the Department.
- B. No criminal intelligence may be gathered or maintained in the absence of an established criminal predicate or an identifiable threat to the community.
- C. All criminal intelligence shall comply with the standards set forth in Title 28, Code of Federal Regulations, Part 23 (U.S. Department of Justice).
- D. The Criminal Intelligence and Analysis Section Commander is responsible for the oversight, coordination, assignment and supervision of all CIU activities.
- E. Criminal intelligence concerning particular individuals, vehicles, locations, business entities, groups or enterprises may be collected when:
  - 1. There are circumstances which reasonably tend to indicate the information obtained may be directly related to unlawful activity or activities that present a threat to the community, including any act of terrorism,
  - 2. Reasonable suspicion or criminal predicate exists that would lead a reasonable and prudent person to believe a crime has been, is being, or will be committed, by the person, group of persons or business entities, or
  - 3. It is received from other criminal justice agencies.
- F. Criminal intelligence shall be submitted to the CIU in one of the following ways:
  - 1. Completion of a Criminal Intelligence Report (PD 183) which may be delivered in person or sent by Department email), or
  - 2. Direct entry into the *CrimeNtel* software program (members must receive training on software use and intelligence protocols prior to being granted user access to the system), or
  - 3. Direct contact with a CIU member.
- G. CIU members or the High Risk Offender (HRO) Bureau Commander, or designee, shall assess all incoming criminal intelligence and disseminate it to the appropriate entities.

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H. CIU members or the HRO Bureau Commander shall ensure the criminal intelligence collected meets the definition of criminal intelligence set forth in this policy.

### II. ACCESS TO, UTILIZATION AND RELEASE OF CRIMINAL INTELLIGENCE

A. CIU files shall be kept separate and secure from all other files. These files shall be located in a secure manner dedicated to intelligence file storage.

B. Collation and analysis of criminal intelligence shall occur in a secure environment, and CIU member shall:

1. Follow the computer security protocols of General Order 77 (Computer, Cellular Telephone and Data Utilization) when working with criminal intelligence, and

2. Collate and analyze criminal intelligence in a secure area only.

C. Access to and use of criminal intelligence shall be strictly limited to authorized members who have a demonstrated need for particular information.

D. Members shall only view or enter into the *CrimeNtel* database at or below their respective access level. The levels are:

1. Top Secret – Reserved

2. Secret – Highly sensitive criminal intelligence records/wiretap information

3. Confidential – Sensitive criminal intelligence records/active criminal investigations

4. Restricted – Entry-level criminal intelligence

5. Unclassified – Members shall not utilize this access level

E. Security measures to protect unauthorized attempts to access, modify, remove or destroy stored information, whether electronic or physical, include:

1. Physical security protocols as outlined in Special Order 10 (Building Security and Evacuation),

2. Software security protocols as outlined in General Order 77 (Computer, Cellular Telephone and Data Utilization), and

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3. Public record dissemination and destruction protocols as outlined in General Order 17 (Records Management).
- F. Criminal intelligence shall only be released or cancelled by:
1. A sworn CIU Investigator or CIU Supervisor, or
  2. Other members with the approval of a sworn CIU member.
- G. Criminal intelligence may only be disseminated to an appropriate criminal justice agency to:
1. Confirm information in the files of another criminal justice agency,
  2. Assist with an investigation by another criminal justice agency, if the requesting agency can give assurance valid grounds exist and the information is relevant to the investigation,
  3. Report terrorist activities, or when otherwise necessary to avoid imminent danger to life or property, and
  4. Apprise another criminal justice agency of criminal activity or threats potentially impacting the other agency's jurisdiction.
- H. When deemed appropriate by the Chief of Police, criminal intelligence may be released to inform the public about:
1. The activities of the Department, or
  2. Matters related to crime trends and problems.
- I. Dissemination of criminal intelligence shall be in compliance with the U.S. Department of Justice's "*third agency rule*" which states confidential intelligence provided by a criminal justice agency shall not be disseminated without the permission of that agency.
- J. Criminal intelligence shall not be disseminated outside the Department if such dissemination would:
1. Endanger the physical safety of law enforcement personnel or others,
  2. Disclose the identity of a confidential informant,

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3. Disclose information from an active case, unless it involves another criminal justice agency and is approved by the case investigator or his/her supervisor, or
  4. Jeopardize a pending investigation.
- K. Unverified criminal intelligence shall not be disseminated except:
1. Upon a specific request from a criminal justice agency, and
  2. It is articulated the information is unverified.
- L. When criminal intelligence is released to a criminal justice agency, the member making the release shall ensure the following steps are completed:
1. Written documentation of criminal intelligence is marked "TPD Confidential Record,"
  2. Verification the information is contained in the *CrimeNtel* database, and
  3. The proper entry into the *CrimeNtel* software dissemination log is made, to include:
    - a. Date of release,
    - b. To whom the information was released, and
    - c. The releasing member's name.
- M. The CIU shall facilitate regular intra-department meetings for intelligence sharing. Attendance at such meetings shall be restricted to authorized personnel.

### III. RETENTION OF CRIMINAL INTELLIGENCE

- A. Criminal intelligence shall be purged from Department files if subsequent investigation reveals the individual or organization is not connected in any way with suspected criminal activity.
- B. The *CrimeNtel* system administrator, or designee, shall periodically check the system for records due for purging.
  1. Any criminal intelligence not updated within the designated time period shall be purged.



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- b. Communicate their findings to the appropriate Records representative.
- c. Assist with required redactions.
- d. Requesting assistance from the Legal Advisor when necessary.

**IV. REQUESTS FOR CRIMINAL INTELLIGENCE**

A. The CIU is responsible for responding to criminal intelligence requests from within the Department and other criminal justice agencies. The unit receives two types of requests:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. Sworn members may utilize [REDACTED]

[REDACTED]

a. The form is electronic and is available on TPD's Sharepoint site.

C. The CIU supervisor shall keep abreast of all requests for criminal intelligence and ensure compliance with all guidelines.



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### V. THREAT ASSESSMENTS

- A. All sworn members are required to assess and investigate reports of threats to commit targeted or mass violence.
1. They should determine if the threat is transient, serious, or serious substantive.
    - a. If a member determines a threat is imminent, they shall take immediate action to protect the public.
    - b. Threats determined to be serious, or serious substantive, shall be documented in an offense report and:
      1. Utilize PD 257 (Threat Assessment Worksheet) as a guideline to assist in the completion of the offense report.
      2. Complete applicable information on PD 257 and forward to [TPDIntelUnit@talgov.com](mailto:TPDIntelUnit@talgov.com) by Department email.
      3. Ensure potential victims are notified if applicable.
        - a. Notification shall be made to a manager, employee, or other responsible party when a threat is made towards a location, business, venue, etc.
        - b. Include persons notified (or attempts) in the offense report narrative.
      4. Ensure other law enforcement jurisdictions are notified if applicable.
      5. Initiate Risk Protection order if appropriate.
    - c. Transient threats may be documented in an offense report or PD 257 if determined necessary by the investigating officer.
  2. Threats involving a violation of Florida Statute shall be documented in an offense report and forwarded to the appropriate CIB unit for follow-up.
    - a. CIU investigators will assist the assigned CIB investigator with follow-up investigations, as necessary.

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### B. Officers receiving reports of targeted or mass violence involving another jurisdiction:

1. If the potential event location and the suspect and victim reside outside of the City of Tallahassee, officers should take steps to identify and notify the appropriate law enforcement jurisdiction(s). This includes:
  - a. Potential suspect(s) location.
  - b. Potential victim(s) location.
  - c. Potential event(s) location.
  - d. Assisting these agencies as necessary. And
  - e. Notifying CIU via e-mail at [TPDIntelUnit@talgov.com](mailto:TPDIntelUnit@talgov.com) by Department email.
2. If the victim, suspect, or potential event location is determined to be outside of the City of Tallahassee, but at least one of these is within the City of Tallahassee, officers shall coordinate with the applicable jurisdiction(s) to determine which agency should be the primary investigating agency.
  - a. If the Tallahassee Police Department is not the primary investigating agency, the assisting TPD investigating officer shall complete an agency assist report and notify CIU at [TPDIntelUnit@talgov.com](mailto:TPDIntelUnit@talgov.com) by Department email.
3. If the potential event location is within the City of Tallahassee, and the suspect and victim reside within the City of Tallahassee, the Tallahassee Police Department will be the primary investigating agency unless otherwise noted in section (C) below.

### C. Threats of targeted or mass violence made by a student:

1. If the suspect is making a threat involving a K-12 campus or event, the investigating officer shall contact the appropriate school resource officer (i.e. LCSO, FSU PD, FAMU PD) unit and:
  - a. Determine which agency will be the primary investigating agency.
  - b. Assist with the investigation as necessary.

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- c. Ensure notification to the Leon County School Safety Office has been made.
  - d. Complete PD 257 if applicable.
  - e. Complete an offense report if applicable.
  - f. Notify CIU at [TPDIntelUnit@talgov.com](mailto:TPDIntelUnit@talgov.com) by Department email.
2. If the suspect is making a threat involving a university/college campus or event, and resides on campus, the investigating officer shall contact the appropriate university/college police department (i.e., TCC PD, FSU PD, FAMU PD) and:
  - a. Determine which agency will be the primary investigating agency.
  - b. Assist with the investigation, as necessary.
  - c. Complete PD 257 if applicable.
  - d. Complete an offense report if applicable. And
  - e. Notify CIU at [TPDIntelUnit@talgov.com](mailto:TPDIntelUnit@talgov.com) by Department email.
3. Officers engaged in off-duty employment at a local school shall investigate threats of targeted or mass violence made by a student at the school, towards the school, or towards another student or group of students at the school and:
  - a. Begin a threat assessment investigation as outlined in Section V. A.
  - b. Ensure the Leon County School Safety Office is notified.
4. Officers receiving a report of a threat of targeted or mass violence by a student of a university/college who resides off campus shall:

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- a. Begin a threat assessment investigation as outlined in Section V. A.
  - b. Notify the appropriate university/college police department (i.e., TCC PD, FSU PD, FAMU PD).
- D. CIU investigators shall conduct follow-up intelligence investigations on any threats of targeted or mass violence determined to be substantive or serious substantive, ensuring:
1. Threat Assessment form (PD 257) has been completed or updated, as necessary.
  2. Notifications to potential victims have been made.
    - a. The TPD Victim's Advocate Unit may assist if necessary.
  3. Notifications to appropriate law enforcement agencies have been made (i.e., LCSO, FAMU PD, FSU PD, etc.).
  4. Completion of a Risk Protection order if appropriate.
  5. If necessary, periodic review of the subject making threats, through available resources, to determine if the threat level has changed.

### VI. MANDATORY DIVISION REPORT

The HRO Bureau Commander is responsible for an annual summary of the Department's criminal intelligence services to include procedures and processes in regard to criminal intelligence, suspicious incidents and any homeland security activities.

History: previous title (*intelligence guidelines and requests*) – issued 07/15/1985, revised (*change of title*) 10/20/1999, 11/15/2001, 08/10/2007, 11/28/2008, 08/24/2012, 07/22/2015, 06/02/2017, and 10/19/2019.