



# POLICY & PROCEDURE

## PORTAGE POLICE DEPARTMENT

SUBJECT: **CRIMINAL INTELLIGENCE**

SCOPE: All Sworn Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 6.18  
ISSUED: 09/30/2024  
EFFECTIVE: 09/30/2024  
 RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 6.4.1

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INDEX AS: Criminal Intelligence  
Intelligence Files

PURPOSE: The purpose of this Policy & Procedure is to provide officers of the Portage Police Department with a proper and accurate format to facilitate the evaluation criminal intelligence such as crime patterns, patrol direction, and crime prevention focus.

This Policy & Procedure consists of the following numbered sections:

- I. FUNCTION
- II. SOURCE
- III. DISSEMINATION OF GATHERED INFORMATION
- IV. REPORT QUALITY
- V. INTELLIGENCE FILES

### I. FUNCTION

- A. The goal of the intelligence function of the Portage Police Department is to collect and process information related to specific problems. These problems may include organized criminal activities, drug activities, vice activities, civil disorder, subversive, or other criminal activities.

- B. It is generally the function of the Captain to analyze data that has been collected where it relates to crime. Intelligence information that is collected shall be limited to criminal conduct and activities that present a threat to the community.
- C. It is the responsibility of the Captain to direct the intelligence information to the area(s) of the department that can best investigate and address the issue.

## II.SOURCE

- A. All members of the Portage Police Department are responsible for gathering criminal intelligence information. This data shall be obtained and reported in the following manner, including but not limited to:
  - 1. Incident/Supplemental reports
  - 2. Intelligence information, Tips / Leads
  - 3. Department emails
  - 4. Information received from field interviews
  - 5. Information received from other agencies
  - 6. Information received through the TTY system
- B. Information acquired shall be considered for inclusion into the department's Intelligence / Tips and Leads files for any of the following reasons but shall not be limited to:
  - 1. Frequency or development of pattern by type of crime
  - 2. Pattern of crimes developed by geographic area
  - 3. Patterns developed by chronological factors (time of day, day of the week, time of month, etc.)
  - 4. Type of target or victim
  - 5. Pattern development of suspect description or suspect vehicle description
  - 6. Pattern of "Method of Operation" factors
  - 7. Pattern of similar physical evidence at scenes

## II. DISSEMINATION OF GATHERED INFORMATION

- A. During instances where a pattern of criminal activity develops, it is important that officers receive the information in a timely manner. The gathered information must be disseminated to the necessary officers in one or more of the following ways:
  - 1. Verbally (briefing, etc.)

2. Memo
3. E-mail
4. Computer generated reports
5. Voice Mail

### III. REPORT QUALITY

- A. Supervisors reviewing reports are a vital link in the information process described above. Supervisors must screen all reports for accuracy, time frames of offenses, and method of operation. Supervisors must also ensure that all phases of investigations are completed or get passed on to the proper supervisor for assignment and completion.

### IV. INTELLIGENCE FILES

- A. Intelligence / Tips and Leads files maintained by the Portage Police Department are in the following categories. Tips and Leads and Crime Stoppers Files. Criminal Intelligence files shall be maintained in secure RMS system.
- B. All intelligence data, whether in a secured computer file or hard copy in a secured file, may have restricted access. The location and access of the intelligence files are as follows:
  1. Tips and Leads
    - a) This file is to record the various criminal related intelligence the agency obtains.
    - b) This file is to be retained in the RMS system.
    - c) Access to this file is restricted to the following individuals:
      - (1) Assigned staff and sworn personnel.
  2. Crime Stoppers File
    - a) This file documents the information obtained by/for the Crime Stoppers Program. Generally, the information is relayed to the Portage Police Department by Columbia County Sheriff's Office.
    - b) This file is retained by the Columbia County Sheriff's Office.
    - c) Access to the files provided by the Sheriff's Office are restricted to the following individuals:
      - (1) Assigned Staff and sworn personnel.

D. Intelligence information shall be purged when new information supersedes previously gathered intelligence information, pursuant federal law, and/or pursuant Policy & Procedure 10.05: Retention of Records.

Keith J. Klafke  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 09/30/2024