

## Procedure

# 5.9

EFFECTIVE  
DATE  
4-3-00

# Eugene Police Department



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## Special Investigations Unit

### 5.9.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

- A. Criminal intelligence function
- B. Definitions
- C. File content
- D. Information dissemination
- E. Investigative responsibility
- F. Notification criteria

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

### 5.9.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A. Criminal intelligence function

1. We will operate our criminal intelligence activity within the guidelines of all applicable federal, state, and local laws, and within the boundaries of established procedure.
2. It is the mission of the Special Investigations Unit (SIU) to collect, analyze, and disseminate information on the activities and associations of:
  - a. Individuals who, based on reasonable suspicion, are suspected of being in or having been involved in actual or attempted planning, organizing, threatening, financing or, commission of criminal acts, or are suspected of being or having been involved in criminal activities with known or suspected crime figures; and

- b. Organizations, businesses, and groups which, based on reasonable suspicion, are suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, or commission of criminal acts, or are suspected of being or having been illegally operated, controlled, financed or infiltrated by known or suspected crime figures.

B. Definitions

1. *Reasonable suspicion*: Suspicion that is reasonable under the totality of the circumstances.
2. *Right to know*: The requestor of information has the legal right to the information being requested.
3. *Need to know*: Requested information is pertinent and necessary to the requestor in initiating, furthering, or completing an investigation.

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C. File content

1. Only information relevant to the criminal intelligence mission will be stored in SIU files.
2. No information will be collected or maintained about the political, religious, racial, or social views, sexual orientation, associations, or activities of any individual, group, association, organization, corporation, business, or partnership unless the information relates directly to criminal activities or investigation of criminal conduct.
3. Information from other agencies remains their property, but may be retained in SIU files, subject to consideration of official need.

D. Information dissemination

1. Information from criminal intelligence files will be disseminated according to established written procedures based upon the classification of the information.
2. Information will be disseminated on a right-to-know and a need-to-know basis. Dissemination of the information beyond the original requestor may only be done with the approval of the SIU Supervisor.
3. Information in SIU files that belongs to another agency will not be disseminated without the express consent of the originating agency, and then

only on a right-to-know and need-to-know basis.

4. Criminal intelligence documents will not be included in any criminal investigative reports.

E. Investigative responsibility

1. Collects, collates, analyzes and disseminates criminal intelligence information.
2. Acts as liaison between the department and other criminal justice agencies regarding intelligence matters.
3. Maintains criminal intelligence files.
4. Coordinates response to and maintains records of organized crime, criminal groups, and criminal gangs.
5. Conducts investigations and presents case information to federal law enforcement authorities pursuant to federal prosecution under the Armed Career Criminal statutes.
6. Coordinates the "Oregon's Most Wanted" and "Crime Stoppers" programs.
7. Develops and maintains technical investigative resources and programs designed to assist other operational units in the department or other law enforcement agencies.
8. Develops and maintains access to information resources and, upon request, assists other operational units and other law enforcement agencies by accessing and analyzing such information for criminal investigative purposes.
9. Conducts periodic briefings and meetings designed to facilitate the sharing of criminal information between operational units and other law enforcement agencies.
10. Provides the department with tactical and strategic information designed to enhance criminal investigations, crime prevention, and strategic planning.

F. Notification criteria

1. Whenever intelligence resources are needed to support an on-going criminal investigation.
2. For active or anticipated criminal or civil disorder within the unit's area of

responsibility.

3. Whenever a subject is arrested or contacted with a firearm and there is reason to believe the subject meets the criteria for federal Armed Career Criminal programs.
4. Whenever there is an incident indicating the involvement of terrorist groups.

### **5.9.3                    RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL**

- A. Special Investigations Unit Supervisor