



**Las Cruces Police Department**  
**GENERAL ORDERS**  
**ADMINISTRATION VOLUME 1**  
**GO-147 GATHERING OF CRIMINAL ACTIVITY INFORMATION**  
**(Daily)**  
**Revised 05/13/2005**

**147 GATHERING OF CRIMINAL ACTIVITY INFORMATION**

**POLICY**

Departmental policy is to maintain a balance between the rights of individuals and the duty of the government to maintain public safety by the control of criminal activity, and to provide for a system that controls the collection, maintenance and dissemination of criminal intelligence.

**147.01 DEFINITIONS**

**Criminal Intelligence Investigations:** The information on identifiable subjects compiled in an effort to anticipate, prevent, or monitor criminal activity. This includes a coordinated series of interrelated functions to collect, evaluate, collate, analyze, disseminate and re-evaluate criminal information.

**Criminal Investigations:** The information on identifiable subjects compiled in an effort to collect evidence for the purpose of prosecution. Crime Stoppers tips, because they identify a specific person, persons or group, and because they identify a specific crime or allegation of a crime, are considered informational elements of a criminal investigation.

**Right to Know:** The requesting law enforcement agency representative has an official capacity and statutory authority to receive the information being requested.

**Need to Know:** The requested information is pertinent and necessary to the requesting law enforcement representative in initiating, furthering or completing an official investigation.

**147.02 UNITS TO INVESTIGATE**

Criminal intelligence investigations will be conducted by the Criminal Investigation Section by an experienced Detectives specifically assigned to perform this function either in conjunction with other duties or exclusively, and who can maintain objectivity without a perception of conflict of interest or when a conflict of interest is possible, the assistance of an appropriate outside agency will be sought.

**147.03 COLLECTION OF INFORMATION TO BE LEGAL, RELEVANT**

A. Information may be gathered to identify members or associates of groups suspected of organized criminal activity or to provide evidence of suspected criminal activity.



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- B. Information will be collected on a subject only when there is reasonable suspicion that the subject is engaged in criminal activity and the information is relevant to that criminal activity.
- C. Criminal activity information will not be collected by illegal means or methods, or directed to be collected by illegal methods.
- D. Unless the information is necessary and relevant to the investigation of criminal wrongdoing, information will not be collected on any individual or organization based on any of the following:
  - 1. Ethnic background or race.
  - 2. Support of unpopular causes.
  - 3. Religious or political affiliations.
  - 4. Personal habits or lifestyles.
- E. No Departmental personnel shall use any criminal activity information for economic gain or political purpose.

**147.04 OBJECTIVITY**

- A. When conducting criminal intelligence investigations, personnel will report all findings in a clear, concise and objective manner.
- B. Personnel should make every attempt to report fully and accurately all information and findings in incident reports that are forwarded to the Criminal Investigation Section Detective(s) assigned to this function.
- C. It is the responsibility of all department sworn personnel to investigate any actual or potential criminal activity when it is brought to their attention.

**147.05 CLASSIFICATION OF INFORMATION**

- A. Criminal intelligence information will carry one of four classifications; Sensitive, Confidential, Restricted and Unclassified.
  - 1. **Sensitive**



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- a. The "eyes only" or highly limited dissemination category. This classification level is assigned to a document only with the approval of the unit supervisor and section commander.
- b. It is shared only with person(s) directly involved in the specific collection and analysis activity. This document is rarely released from the direct control of the CIS Detectives assigned to this function and it does not carry this classification for longer than the time period representing the project at hand.
- c. While sensitive documents may vary, they often represent crime activity involving government corruption, or identify crime suspects within law enforcement. Information of sensitive classification, if disseminated, could significantly affect an ongoing investigation or personal safety of officers or informants.

**2. Confidential**

- a. This classification is used for documents intended for limited circulation in the intelligence community where recipients have a right and a need to know. Confidential documents describe law enforcement strategy, guarded collection efforts, the names of information contributors, and other details requiring limited use and protection of right to privacy.

**3. Restricted**

- a. This classification level is meant to allow for the flow of criminal intelligence from the CIS Detectives assigned to these duties to the general police population in the form of flyers, alerts, and bulletins.
- b. Restricted documents may contain information on individuals that pose a threat to law enforcement personnel or have a tendency towards a specific criminal activity or criminal group.
- c. This restricted classification is a classification given to documents that are intended for law enforcement personnel only and should not fall into non-law enforcement hands. Inter-Department correspondence/bulletins should bear the restricted classification.

**4. Unclassified**



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- a. This classification is used for all public, open source documents, or mass media sources, and may be disseminated broadly and the documents will be released without argument in response to a court order to do so.

**147.06 INFORMANTS NOT TO CIRCUMVENT THE LAW**

Information supplied by informants will be utilized only if the information relates to allegations of a criminal act and in accordance with the Rules of Criminal Procedure and constitutional guarantees.

**147.07 FIELD INTERVIEW CARDS**

- A. Field Interview Cards contain information on suspected or actual criminal activity and are used to document their activity.
- B. Completed Field Contact Cards will be sent to the Criminal Investigations Section and those meeting the requirements will be entered into the Department's computer system for retrieval by all Police Department sworn personnel.
- C. The Field Interview Card will be filed and maintained in the Criminal Investigations Section in limited access spaces.