

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 09/26/2013	SUBJECT: CONFIDENTIAL INFORMANTS	Number 328.00 (NYSLEAP O-50-5)
RESCINDS: 04/15/2003		Number of pages 2

I. Purpose:

- A. To provide guidelines for NFPD members in dealing with confidential informants.

II. Policy:

- A. Due to the questionable character and motives of certain confidential informants, the following procedures shall be adhered to.
 - 1. No officer will meet a confidential informant alone. At least one other officer must be present.
 - 2. Meetings and conversations shall be recorded when possible. When necessary, body wires or other suitable surveillance equipment shall be used.
 - 3. Each confidential informant shall be issued a control number unique to the individual. A file shall be kept identifying the confidential informant in addition to other pertinent information.
 - 4. Detectives are required to obtain a signed departmental receipt identified with the confidential informant's control number for any funds obtained from the NFPD. The receipt must also identify a description of the purpose of the funds.
 - 5. A permanent record shall be made of the transaction and entered into a ledger. Only the NID Division Commander shall have access to these funds. The NID Commander shall be responsible for maintaining accurate records of all transactions and shall be responsible for assigning CI numbers.
 - 6. Funds shall only be dispersed with the approval of the officer's supervisor.

- B. Whenever a patrol officer is meeting with a confidential informant, the officer will inform his/her immediate supervisor as to who it is, where the meeting is, and what investigation it involves. The supervisor will determine if a backup unit will be assigned. It is highly recommended that a witness be present during officer-informant meetings. If the informant is of the opposite sex there shall always be two officers present.
1. The involved department members will always maintain the integrity and confidentiality of the informant.