

NIAGARA FALLS POLICE DEPARTMENT

GENERAL ORDER

EFFECTIVE DATE: 09/27/2013	SUBJECT: Criminal Intelligence Files; Use, Security and Dissemination	Number 330.00 (NYSLEAP O-50-7)
RESCINDS: 04/15/2003		Number of pages 2

I. Policy:

- A. The Narcotics and Intelligence Division shall maintain confidential intelligence files regarding organized crime, vice and persistent felony offenders. Any member of NID may access the file.
 - 1. This file is kept within the office of NID, which is locked whenever personnel are not in attendance.
- B. The confidential intelligence files contain sensitive information, which is not readily accessible to department personnel.
 - 1. Dissemination of information contained may be accomplished only by approval of the NID Commander or designee.
 - 2. Confidential information shall be provided to departmental personnel and other law enforcement agencies only on a need to know basis.
- C. The NFPD Field Intelligence Unit also collects, maintains and disseminates certain sensitive information to NFPD members and other federal, state and local law enforcement agencies throughout the region.
 - 1. The intelligence gathered is intended to provide authorized agencies with recent criminal activity and trends, wanted persons, regional and international organized crime activity, possible homeland security threats and other law enforcement concerns.
 - 2. The information is not for public use and shall not be shared with non-law enforcement personnel.
 - 3. Intelligence may not be disseminated without prior approval of the Administrative Lieutenant.

4. Means of dissemination may include daily e-mail bulletins and face-to-face meetings with authorized personnel.
5. All intelligence gathered shall be secured in a locked office within the NFPD which can only be accessed by NFPD members assigned to the Field Intelligence Unit.