

SUBJECT: CRIMINAL INTELLIGENCE
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CRIMINAL INTELLIGENCE FILES

A. File Objective

To provide an information base which meets the needs of the Bureau in carrying out its efforts to protect the public and suppress criminal operations.

B. File Definition

A criminal intelligence file consists of stored information of the types indicated:

1. Individuals suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, commission or concealment of criminal acts; or individuals suspected of being or having been involved in criminal activities with known or suspected crime figures.
2. Organizations, businesses and groups suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, commission or concealment of criminal acts; or, organizations, businesses and groups suspected of being or having been illegally operated, controlled, financed, or infiltrated by known or suspected crime figures.

C. File Criteria

Information maintained by the Intelligence and Technical Services Section will be guided by, but not limited to, information which relates to an individual, organization, business or group suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, commission, or concealment of criminal activity.

D. Information Submission

1. Intelligence memorandums should be submitted on all matters coming to the attention of Bureau employees involving individuals or businesses suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, commission or concealment of criminal acts or individuals suspected of being or having been involved in criminal activities with known or suspected crime figures. Every Agent becoming aware of criminal intelligence information should submit this information to the Intelligence and Technical Services Section, with copies designated to

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his/her Special Agent in Charge and, where appropriate, any other affected Special Agent in Charge.

2. Criminal intelligence information will be submitted utilizing the CRIMINAL INTELLIGENCE REPORT (SBI-25) format and may be dictated and submitted to the Records Center for typing or the form may be typed or handwritten legibly and submitted to the Intelligence and Technical Services Section. (*revised 07/11/03*)
3. Each submission should consist of the following information insofar as possible:
 - a. A clear, concise and accurate narrative of the reported information.
 - b. Full names, dates of birth, race, sex, and other identifying data.
 - c. Any action taken by the Agent on the information, e.g., check of DMV or Bureau indices.
 - d. A clear and concise statement of the action requested from the Intelligence and Technical Services Section, or a statement that the information is for informational purposes only.
 - e. Information evaluation as to reliability and validity.
 - f. Dissemination restrictions.
4. Intelligence information contained within or in the form of a SBI-11A should be submitted to the Intelligence and Technical Services Section by designating a copy to the Section and to the attention of the Analyst assigned to the appropriate District.

E. Information Evaluation

It shall be the responsibility of each individual submitting information to indicate the source of that information insofar as is practical and in compliance with good law enforcement procedures. All information submitted should be evaluated according to the criteria set forth below.

F. Source Reliability

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1. Reliable - The reliability of the source is unquestioned or has been well tested in the past.
2. Usually Reliable - The reliability of the source can usually be counted upon as factual. The majority of information provided in the past has proved to be reliable.
3. Unreliable - The reliability of the source has been sporadic in the past.
4. Unknown - The reliability of the source cannot be judged. Its authenticity or trustworthiness has not yet been determined by either experience or investigation.

G. Content Validity

1. Confirmed - The information has been corroborated by an investigator or another independent, reliable source.
2. Probable - The information is consistent with past accounts.
3. Doubtful - The information is inconsistent with past accounts.
4. Cannot be Judged - The information cannot be judged. Its authenticity has not yet been determined by either experience or investigation.

H. Information Dissemination

No information shall be disseminated from the intelligence files except on a "Need-to-Know" or "Right-to-Know" basis as defined below:

1. "Need-to-Know": Requested information is pertinent and necessary to the requesting agency in initiating, furthering or completing an investigation or in evaluating the need for an investigation.
2. "Right-to-Know": Requesting agency has official capacity and statutory authority to the information being requested.

I. Criminal Intelligence File Purge Criteria

To protect the utility, timeliness, appropriateness, accuracy, and completeness of

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the information contained in the Intelligence and Technical Services Section and to insure the integrity of the files, a purge policy is in effect. This policy specifies a five year or ten year retention of criminal intelligence information, after which time the information must be reviewed to determine whether it can be retained for an additional specified length of time or whether it must be purged.

J. Reproduction of Reports Prohibited

1. No criminal intelligence reports shall be reproduced for any outside agencies without the written approval of the Special Agent in Charge of the Intelligence and Technical Services Section or his/her designee. This includes any information received on a computer file hit pursuant to an FS/QIT inquiry, which if printed is considered a criminal intelligence report. It also includes any "Criminal Intelligence Report" form or any memorandum dated prior to April 1, 1991, designated to the former Criminal Intelligence Section.
2. No intelligence reports will be attached to a form 11A and included in an investigative report or otherwise submitted to an investigative file with the exception of background investigation memorandums originating in the Intelligence and Technical Services Section regarding background investigations on potential SBI employees, Judicial Candidates, or Appointees which may be attached to the appropriate SBI-11A or SBI-11B for inclusion in a background investigation investigative file.
3. Any employee who disseminates an intelligence memorandum outside of the Bureau, and designates a copy of the memorandum to the Intelligence and Technical Services Section, will have his/her Special Agent in Charge advise the Special Agent in Charge of the Intelligence and Technical Services Section prior to dissemination.

ORGANIZATION OR GROUP ACTIVITIES

Intelligence information gained by attending public meetings, or from informants, in an effort to identify criminal activity may consist of, but shall not be limited to, the gathering of photographic information for identification purposes, the collection of materials disseminated to the public at any meeting, and field interviews of witnesses and participants in the meetings. The information obtained should be submitted to the Intelligence and Technical Services Section in a timely manner.

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Groups or organizations whose members are suspected of engaging in criminal activity should not be infiltrated by Agents in an undercover capacity without approval of the Director. Undercover infiltration will be approved only in the case of direct information involving specific criminal acts. This does not apply to the infiltration of purely criminal groups such as drug organizations or those involved in other illegal activities described in the Policy and Procedure Manual, Procedure 17, Specialized Investigations, Organized Crime section.