

2. Persons who have been convicted twice of theft or any misdemeanor or gross misdemeanor of which fraud or intent to defraud is an element (Refer to RCW 9.92.090).
- B. Any officer becoming aware of prior criminal record information will include this information in the incident report.
- C. Any officer or detective assigned to a case that meets these criteria will take appropriate steps to notify the prosecutor assigned to the case.

42.1.6 Intelligence Information

- A. The Investigations Division is responsible for intelligence functions and activities. This includes intelligence gathering that is sufficient to meet the needs of the Department, yet protects the public and safeguards civil liberties and constitutional rights. Intelligence information is collected for the sole purpose of eliminating criminal activity. Information collected is limited to suspected criminal conduct and activities that are crimes. Intelligence information is collected from case reports, field interview reports, surveillance, and citations entered in the Department computer system as well as other sources outside the Department. These functions and activities will include:
1. Collecting intelligence information in accordance with priorities determined on a department-wide basis
 2. Serving as the principal channel for receipt, maintenance and dissemination of law enforcement intelligence within the Department
 3. Providing timely analytical support to the tactical operations of the Department which will include, but are not limited to, the analysis of the tactics and methods of organizations which are suspected of conducting or planning violent activities; and, preventing and discouraging the presence of organized crime, or acts of domestic or international terrorism
 4. Purging of intelligence information in accordance with applicable law
- B. The following procedures are established to ensure the legality and integrity of the Department's intelligence function and activities:
1. The information collected will be limited to suspected criminal conduct. Only verifiable crime related information relevant to the mission and the objectives of the University of Washington Police Department will be retained.
 2. Information collected in the intelligence file will exclude information about political, religious or social views, associations, or activities of any individual or any group, association, corporation, business, partnership, or other organization unless such information directly relates to criminal conduct and there is reasonable suspicion that the subject of the information is or may be involved in criminal conduct.
 3. Intelligence files will be purged when out-of-date or when there is incorrect information as follows:
 - a. Permanent files - Permanent files name a particular person by name, address or date of birth, or a particular organization where the identification can be specifically named. Permanent files are kept for five years.

- b. Temporary files - Temporary files are subjects or organizations that can only be described but not specifically named. These files are to be purged at the end of one year if a positive identification cannot be made of the subject or organization. If a positive identification is made within a year, then the file is reclassified as a permanent file and is kept for a total of five years.
 - c. Working files - Working files occur when information is forwarded to the intelligence unit about a subject or organization, but the detective has not yet verified the accuracy of the file. These files are kept for ten days. At the end of that period, they must be destroyed if no attempt has been made to verify the information. If the information is verified, then the working file is to be reclassified as permanent or temporary.
 - d. All purged intelligence files will be destroyed according to Departmental purging procedures/timelines as stated above, under the direct personal supervision and certification of the Assistant Chief of Support Services or designee. Destruction records that list all files purged will be maintained. The destruction records are permanent records maintained by the Investigations Sergeant.
 - e. Media files that list newspaper articles of an intelligence nature, will be maintained separately from intelligence files. Any reference to a person's name will be expunged from the file.
4. Work done in this area is normally assigned to a detective. The Investigations Sergeant will designate a detective to coordinate and handle the primary responsibilities of the intelligence function. Use of intelligence personnel and equipment will be restricted to:
- a. Collecting of raw data from various sources that, by itself, may not infer criminal activity, but when combined with other information may make an inference of criminal activity.
 - b. Supplying strategic intelligence on situations where problems are known and attempts are made to determine who is responsible.
 - c. Supplying tactical intelligence in response to requests for information from the Field Operations Bureau or Investigations Division on a specific subject and/or location.
- C. The Investigations Sergeant and the Assistant Chief of Support Services will conduct an annual review of intelligence files to ensure adherence to these procedures, including accuracy, relevancy, timeliness and completeness. The annual review of intelligence files will be completed in January for the preceding year. The results of the review will be included in the Year End Report submitted to the Chief of Police. There will be an ongoing review process, consistent with the requirements of state law, to govern the retention, dissemination and purging of intelligence files. A written log will be kept of all items purged.
- D. If a confidential investigative fund is budgeted for expenditures in criminal investigations, the fund will comply with all applicable standards in UWPD Chapter 17, Fiscal Management and Agency-Owed Property.
- E. Records, Storage and Security

1. Due to the sensitive nature of intelligence information, access by the public, outside agencies, and Department personnel is closely controlled. Direct access to intelligence information is limited to employees assigned to the investigation by the Investigations Sergeant. Employees assigned to intelligence information are to secure all intelligence information under lock and key in their work area until the investigation is completed. Intelligence information stored electronically will be secured in a manner that precludes access by others. Intelligence information is distributed on a need/right-to-know basis. Assigned personnel are responsible for distribution of confidential information. Additional steps are taken to verify the identity of individuals making requests from outside agencies. These steps include but are not limited to:
 - a. Returning phone calls to the requesting individual's agency
 - b. Requiring written requests on the agency's department letterhead
 - c. The visual inspection of the employee's department credentials
2. Criminal intelligence information not currently being investigated will be kept in a locked file under direct control of the Investigations Sergeant. This storage area will be separate from all other Department records. Access to the file is limited to the Investigations Sergeant. The Assistant Chief of Support Services has emergency access to the file in the absence of the Investigations Sergeant.
3. Intelligence files are completed using the following University of Washington Police Department forms:
 - a. Intelligence File Cover Sheet, UWPD form UW-P#89
 - b. Intelligence File Report, UWPD form UW-P#91
 - c. Intelligence File Memorandum, UWPD form UW-P#90
 - d. Intelligence File Dissemination Log, UWPD form UW-P#88
 - e. Intelligence File Out Card, UWPD form UW-P#92
 - f. Intelligence File Purge and Destroy Document, UWPD UW-P#93

42.2 OPERATIONS

42.2.1 Investigations - Preliminary Investigation

- A. All criminal incidents received by the UWPD will be investigated by the assigned officer and recorded in the Records Management System (RMS).
- B. Officers conducting preliminary investigations will, when appropriate and depending on the nature of the complaint:
 1. Observe all conditions, events and remarks
 2. Attempt to identify and locate witnesses
 3. Protect the crime scene and evidence

familiar with the person(s) or situation(s), and interviewing parties who might be privileged to information;

- a. Any evidence collected and submitted will be in accordance with standards outlined in Chapter 83, Collection and Preservation of Evidence.
 - b. When it is deemed appropriate, surveillance techniques may be employed to gather information.
3. Follow-up investigations will be conducted utilizing the procedures established for preliminary investigations. Nevertheless, investigators must continue to verify and develop information until the investigation is determined to be successfully completed or returned to file as pending.
- a. Detectives will report the progress and status of the investigation to the Investigations Sergeant on a regular basis.
 - b. All information developed during the investigation will be recorded and submitted to Investigations Sergeant for review.
- B. The following specific procedures will be followed regarding reviewing, processing and investigating vice, drug and organized crime complaints.
1. When UWPD employees receive information regarding organized crime, drug or vice activities, they will record the information on an Incident Report Form.
 - a. Upon receipt of the report, the Investigations Sergeant will determine if the case is to be assigned for investigation or processed as an information case. Cases will be assigned as indicated in UWPD Standard 42.1.2.
 2. When members of the Investigations Division submit or receive a request for information from an outside agency, the following will be followed:
 - a. When UWPD detectives enter into a joint investigation with another agency, the Investigations Sergeant may permit a free flow of information between the investigative units without expressed approval of all requests. In the event an intelligence request is made, the information to be shared will be discussed prior with the Investigations Sergeant to assure all FERPA and HIPPA regulations are not violated.
 - b. The Investigations Sergeant will contact the law enforcement agency and obtain from them the name of a representative to contact for sensitive investigations. This file will be maintained by the supervisor to enhance relations and a flow of information from outside agencies.
 - c. Such information requests will be documented on the investigation follow-up report.
 3. The Investigations Sergeant will submit a report to the Chief of Police via the Assistant Chief of Support Services about on-going narcotics/vice/organized crime investigations when such investigations are started, and periodically thereafter.