


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "INTELLIGENCE"		ORDER NUMBER: 43-12	
		PLEAC STANDARD: NONE		PAGE 1 OF 3	
ISSUE DATE: 3/6/2019	EFFECTIVE DATE: 3/6/2019	REVIEW MONTH: MARCH	RESCINDS: NONE	AMENDS: NONE	

1.0 PURPOSE

1.1 The purpose of this policy is to provide law enforcement officers with guidelines, standards, policies, and procedures for the operation of the Pittsburgh Police Intelligence Unit.

2.0 PITTSBURGH BUREAU OF POLICE INTELLIGENCE UNIT MISSION STATEMENT

2.1 The mission of the Pittsburgh Police Intelligence Unit is to gather information from all sources in a manner consistent with the law and to analyze that information to provide tactical and/or strategic intelligence on the existence, identities and capabilities of criminal suspects and enterprises in an effort to further crime prevention and enforcement objectives of the Pittsburgh Bureau of Police

2.2 The Intelligence Unit will provide the Bureau of Police with a central criminal intelligence database and resulting analyses relating to Narcotics Crime, Street Gang Crime, Traditional Organized Crime, Non-traditional Organized Crime, Emerging Crime Groups and Security Threat Groups.

3.0 DEFINITIONS

3.1 Intelligence Information – Information concerning the habits, practices, characteristics, possessions, associations or financial status of any individual, group, business, or organization compiled in an effort to anticipate, prevent, monitor, investigate, or prosecute criminal activity.

3.2 Dissemination – The oral or written transmission or disclosure of information to individuals or agencies other than the agency which maintains the information.

3.3 Right to Know – Requestor has official capacity and statutory authority to the information being sought.

3.4 Need to know – Requested information is pertinent and necessary to the requestor agency in initiating, furthering, or completing an investigation.

4.0 PROCEDURES AND RESPONSIBILITY

4.1 The Chief of Staff or designee is responsible for the overall administration and supervision of the Intelligence Unit.

4.2 Members of the Intelligence Unit must remain in good standing within the PBP and all members shall be required to be "on call" to respond to urgent information requests and/or provide investigative assistance to other law enforcement personnel.

4.3 Maintaining sufficient staffing levels is imperative for the proper function of the Intelligence Unit. Members of the Intelligence Unit who are also voluntary members of other specialty units (e.g. SWAT, SRT, etc.) are advised that their primary responsibility will be to the Intelligence Unit during major events and/or when limited staffing is available.

4.4 Intelligence Unit personnel shall be responsible for:

4.4.1 Gathering intelligence information concerning potential or on-going criminal activity relating to individuals, groups, or trends that present a threat to the community.

4.4.2 Evaluating intelligence data relating to individuals, groups, and trends and collate and disseminate the information to proper personnel within the agency and to outside agencies.

4.4.3 Assisting with agency investigations which include gathering of background information and analytical support.

- 4.4.4 Maintaining the agency intelligence files.
- 4.4.5 Establishing, maintaining, and serving as the PBP liaison for the exchange of intelligence information with other local, state, and federal law enforcement agencies.
- 4.4.6 Establishing and maintaining membership in state and regional intelligence groups and organizations.
- 4.4.7 Complying with applicable laws, written directives, and administrative procedures when gathering, maintaining, and disseminating intelligence information.

5.0 INTELLIGENCE GATHERING AND DISSEMINATION OF INFORMATION

- 5.1 Information gathering, in support of the intelligence function, is the responsibility of each member of the Pittsburgh Bureau of Police.
- 5.2 Information gathering for intelligence purposes shall be premised on circumstances that provide a reasonable suspicion, as defined in 28 CFR, Part 23 entitled "Criminal Intelligence Operating Systems" and under the authority of the Criminal History Record Information Act (CHRIA), 18 Pa. C.S., Chapter 91, and The Juvenile Act, 42 Pa. C. S., Chapter 63 (Supp. 1992), that specific individuals or organizations may be planning or engaging in criminal activity.
- 5.3 The Pittsburgh Bureau of Police shall not collect or retain any information about individuals or organizations based solely on their religious, political, or social views or activities; their participation in a particular noncriminal organization or lawful event; or their race, ethnicities, citizenships, places of origin, ages, disabilities, genders, or sexual orientations. Members of the PBP shall not investigate activities protected by the First Amendment without reasonable suspicion that individuals or organizations may be planning or engaging in criminal activity.
- 5.4 Members shall not employ investigative techniques that are in violation of any applicable federal, state, or local ordinances and shall be only so intrusive as to gather sufficient information to prevent criminal conduct or the planning of criminal conduct.
- 5.5 Upon receipt of information in any form, the Intelligence Unit will ensure that the following steps are taken:
 - 5.5.1 A record shall be maintained of the source of all information received, when known.
 - 5.5.2 When possible, information received should be evaluated for reliability of the source and the validity of the content.
- 5.6 The Intelligence Unit will be responsible for compiling and maintaining the PBP's criminal intelligence files, which consist of stored information on the activities and associations of:
 - 5.6.1 Individuals who, based upon reasonable grounds, are suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, or commission of criminal acts; or, who based upon reasonable grounds, are suspected of being or having been involved in criminal activities with known or suspected crime figures.
 - 5.6.2 Organizations, businesses and groups that, based upon reasonable grounds, are suspected of being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts; or, that based upon reasonable grounds, are suspected of being operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.
- 5.7 Intelligence files will be maintained in accordance with the goals and objectives of the Bureau of Police and will include information that is both timely and relevant. To that end, all intelligence files shall be audited. When an intelligence file has no further informational value and/or no longer meets the criteria of any applicable law, it shall be destroyed. Records of destruction will be completed, certified, and maintained by the Chief of Staff or a designee when such files are purged or eliminated.
- 5.8 Information gathered and maintained by this agency for intelligence purposes may be disseminated only to appropriate persons for legitimate law enforcement purposes in accordance with law. A record of dissemination requests and/or fulfillments shall be maintained by the Intelligence Unit.
- 5.9 Intelligence information is only disseminated when both a right to know and need to know basis have been demonstrated. If there are multiple contributors of information on a single topic or target, the intelligence unit will contact each

contributor and advise them of the separate submissions. The Intelligence Unit will assist in coordinating information for the purpose of providing investigative focus and identifying intelligence gaps.

5.10 Unless otherwise noted, secondary dissemination of any intelligence product by members of the Pittsburgh Bureau of Police is strictly prohibited. Any officer who believes that another law enforcement agency or officer would benefit from receiving that information, should notify the Intelligence Unit.

5.11 Under no circumstance should a member of the Bureau of Police release information that is classified as "Law Enforcement Sensitive" to members of the general public or the media.

6.0 INTELLIGENCE SECURITY

6.1 Intelligence files and work areas shall be secured and access shall be limited to Intelligence Unit personnel. Intelligence information files and records will be decentralized from other PBP records and will be separately maintained and secured by the Intelligence Unit.

7.0 INTELLIGENCE UNIT EQUIPMENT

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Approved by:



Scott Schubert
Chief of Police