

INTRADEPARTMENTAL CORRESPONDENCE

April 12, 2006  
15.1

**TO:** All Major Crimes Division Personnel

**FROM:** Commanding Officer, Major Crimes Division


**SUBJECT:** DIVISIONAL ORDERS

I have directed that a series of Divisional Orders be developed to clearly communicate and clarify procedures related to intelligence and criminal investigations. The Divisional Orders being published pursuant to this correspondence, deal with procedures related to criminal and intelligence investigations. These investigation procedures apply to all member Major Crimes Division.

I believe that the information provided in these orders will make your jobs easier since all concerned employees will now have standardized procedures related to dissemination of intelligence information and the use of LACLEAR (Divisional Orders No.8 and 9).

Additional orders may be published should the need arise. If anyone has a suggestion on how to improve our procedures, please consult with your supervisors.

If you have any further questions please contact Detective Paul Chiaravalle, Major Crimes Division, at (213) 847-1109.



GARY S. WILLIAMS, Captain  
Commanding Officer  
Major Crimes Division

Attachment

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 1  
15.1

Date: April 12, 2006

**TO:** Concerned Personnel

**FROM:** Commanding Officer, Major Crimes Division

**SUBJECT:** INTELLIGENCE REPORTING PROCEDURES FOR ANTI-TERRORISM INTELLIGENCE SECTION FUNCTION

This directive will assist personnel in differentiating between and understanding the responsibilities associated with:

- Open Intelligence Investigations
- Preliminary Investigations
- Initial Lead Investigations
- Victim Files

**Open Intelligence Investigations**

**Employee's Responsibility.** The initial Open Intelligence investigation shall be reported on an Intelligence Report, Form 1.89. The report shall contain information compiled by the concerned Investigator and Analyst. All identifying information shall be entered into LACLEAR.

**The assigned Analyst or Investigator may write the Intelligence Report.** The writing of the Intelligence Report should be a collaborative effort between the Analyst and Investigator. In some instances, only the assigned Analyst or Investigator will write the report depending on the type of reporting required. The Section Officer in Charge shall make the final determination on who should write the concerned Intelligence Report.

A Follow Up Intelligence Report (Update) shall be completed at least twice per year thereafter. The narrative will be completed on white paper and contain the following headings:

- Individual: Name of subject(s)
- Organization: Name of organization with which the subject is affiliated. If no affiliation can be determined, list as: No Affiliation
- Résumé: A brief summary of the report

- Details of Report: the investigator shall keep a chronological log listing the actions accomplished on the case and a chronological narrative of the actions of the suspect(s) or organization. The assigned Investigator or Analyst will use the chronological narrative to update the investigation.

**Mandatory Headings.** When initiating an OPEN intelligence investigation on an individual or organization, the following headings are mandatory:

**Reasonable Suspicion:** Articulate the reasonable suspicion that the individual or organization may be involved in terrorist activity. This would include all known facts that support reasonable suspicion.

Reasonable suspicion is defined in the *Standards and Procedures for Anti-Terrorist Division, approved March 18, 2003*, as "an honest belief based on known articulable circumstances which would cause a reasonable and trained law enforcement officer to believe that some activity relating to a definable criminal activity or enterprise may be occurring or has a potential to occur."

**Reliable Information:** Articulate the source of the reliable information and how it is trustworthy of confidence. This information could come from personal observation, informant information or other law enforcement or official sources.

- Analysis: An analysis of the investigation compiled from information obtained from the investigator and all other sources, shall be completed by the assigned Analyst.
- Updated Information: This line may not always be used but may include, adding, deleting or changing identifying information such as address, vehicles, etc.
- Concerned Investigator/Analyst Name and Serial No.
- Date Report Completed

Note: An ATIS Routing Slip shall accompany the report.

### Follow Up Intelligence Report

The Follow Up Intelligence Report shall be used to report information concerning the investigation and completed on plain white paper after the initial Intelligence Report has been approved by the Commanding Officer. The above headings with the exception of Reasonable Suspicion and Reliable Information, shall be used in the Follow Up Report.

### Preliminary Investigations

The Preliminary Investigation should be undertaken when there is information or an allegation, which indicates the possibility of terrorist activity. Preliminary Investigations are based on reasonable suspicion only and are for the purpose of determining whether or not the information or allegation can be developed to the point of reliability. The narrative shall contain information detailing the reasonable suspicion and how the information came to the Investigator's attention. The report shall contain the heading "**reasonable suspicion**" and a narrative clearly articulating the details of that reasonable suspicion.

The Preliminary Investigation (PI) shall be requested on an Employees Report, Form 15.7 to the Commanding Officer, Major Crimes Division. The investigation shall commence when the Commanding Officer approves the request. Verbal approval may be obtained prior to completion of the report and shall be documented in the 15.7. The PI shall not exceed 120 days.

### Initial Lead Investigations

Initial Lead investigations shall be initiated on a Terrorism Lead Sheet. Subsequent investigative reporting shall be done on plain white paper. Initial Lead Investigations shall be completed within 60 days from the date of receipt of the specific lead from the reporting party.

**Note:** All Initial Lead and Preliminary Investigations shall be stored separately from intelligence files unless the investigation results in an approved Open Investigation

**Employee's Responsibility.** Employees are responsible for completing the initial lead investigation within 60 days. Supervisors shall be consulted in a timely fashion when circumstances arise that may preclude completion of the investigation within the required time period.

**Supervisor's Responsibility.** Supervisors shall ensure that Preliminary and Initial Lead investigations are completed within the required time frame. Supervisors shall also utilize appropriate tracking controls to ensure timely completion of the respective investigation.

### Victim Files

Victim files may be initiated when a person, not the official position or office, is a victim of a terrorist act related to an OPEN intelligence investigation. The information shall be reported on an Intelligence Form, form 1.89. A Follow Up Report is due at least twice a year from the date of the initial file being opened.