

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 11  
15.1

Date: March 16, 2007

**TO:** Concerned Personnel (Anti-Terrorism Intelligence Section)

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

**SUBJECT:** INVESTIGATOR'S WORKING FOLDER (AMENDMENTS)

This directive will provide additional guidance to personnel in regards to documents required for the Investigator's Working Folder (IWF).

- Requirement for creating an Investigator's Working Folder
- Inclusion of Initial Lead and Preliminary Investigations into the IWF

**Requirement for creating an Investigator's Working Folder**

Individual Open Intelligence Investigations

**Employee's Responsibility.** The Investigating Officer shall be responsible for creating an Investigator's Working Folder for each individual who is the subject of an approved Open Intelligence Investigation.

Organization Intelligence Investigation

It is optional to create an Investigator's Working Folder for an approved Organization Open Intelligence Investigation. However, information contained in the Intelligence Report shall be properly cited or referenced in the narrative of the Intelligence Report as appropriate.

The decision to create or not to create an Investigator's Working Folder shall rest with the Officer in Charge, ATIS, with appropriate written justification for not creating one. The justification will be documented in the intelligence file itself.

**Supervisor's Responsibility.** Supervisors shall ensure that an IWF is completed for individual investigations and that sources of information are properly referenced when completing the narrative of the organization intelligence report.

### **Inclusion of Initial Lead and Preliminary Investigations into the IWF**

A copy of the Initial Lead or Preliminary Investigation report(s) shall be included in the Investigator's Working Folder when the reports are associated to or contribute to the reasonable suspicion to initiate the Open investigation.

In addition, any applicable crime reports or documents that contribute to the reasonable suspicion shall also be included in the Investigator's Working Folder.

**Employee's Responsibility.** The Investigating Officer shall be responsible including a copy of the concerned Initial Lead, Preliminary Investigation Report or other related document when applicable, to the Investigator's Working Folder for all Open Intelligence Investigations.

**Supervisor's Responsibility.** Supervisors shall ensure that periodic reviews are conducted to ensure that a copy of the appropriate Initial Lead or Preliminary Investigation Report and other applicable documents are included in the Investigator's Working Folder.