

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 13

February 18, 2009

TO: Concerned Personnel (Anti-Terrorist Intelligence Section)

From: Commanding Officer, Major Crimes Division

SUBJECT: FOLLOW UP INTELLIGENCE REPORT

Background: This Order changes the language contained in Division Order No. 1, issued April 12, 2006, regarding the reporting requirements for completion of Follow-Up Intelligence Reports related to Open Intelligence Investigations.

This order deletes the "twice per year" period requirement and changes the reporting requirement to **every six months**.

NOTE: The date that the Commanding Officer, Major Crimes Division, approves the initial Intelligence Report (Form 1.89), shall serve as the starting date for the six month period. For example, if a report is approved by the Commanding Officer on Jan 1, 2009, a follow up report is due no later than July 1, 2009.

Employee's Responsibility. The assigned lead Investigating Officer (I/O) is responsible for completing a Follow-Up Intelligence Report every six months. In addition, the I/O is responsible for completing the report and submitting it in a timely manner for appropriate approval by the Detective III and Officer in Charge respectively. The I/O shall allow sufficient time for the report to complete the review cycle.

Supervisor's Responsibility. Supervisors shall ensure that a follow up Intelligence Report is completed every six months and submitted in a timely manner.

Officer-in-Charge Responsibility. The Officer-in-Charge, Anti-Terrorist Intelligence Section (ATIS) shall ensure that Follow-Up Intelligence Reports are completed every six months.

Compliance Officer Responsibility. The Major Crimes Division/ATIS Compliance Officer shall have audit responsibility to ensure compliance with this order.