

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 15

February 18, 2009

TO: Concerned Personnel (Anti-Terrorist Intelligence Section)

From: Commanding Officer, Major Crimes Division

SUBJECT: INTEGRATED CASE BRIEFING SYSTEM

Background: This Order establishes a formalized schedule of briefings for personnel assigned to the Anti-Terrorist Intelligence Section (ATIS).

Procedure: An Integrated Case Briefing shall be held at **least every three months per calendar year**. The purpose of the briefing is threefold:

- Present a case update to supervisors to assess case viability
- Provide a scheduled period for a supervisor to review each Investigator's Working Folder (IWF) and complete the Audit Control Form.
- Review any applicable Follow Up Intelligence Reports

Employee's Responsibility. Each assigned lead Investigating Officer (I/O) shall make the IWF available for each respective Open Investigation. The I/O shall also be prepared to present a case briefing of assigned investigations and have any applicable follow up intelligence reports available for review.

Supervisor's Responsibility. Supervisors shall ensure that a review of the IWF is conducted during the case briefing period.

Officer-in-Charge Responsibility: The Officer-in- Charge, Anti-Terrorist Intelligence Section shall ensure that an Integrated Case Briefing is held at least every 3 months per calendar year.

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