

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 4
15.1

Date: April 12, 2006

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division

SUBJECT: SURVEILLANCE LOGS FOR THE ANTI TERRORISM SECTION
INTELLIGENCE FUNCTION

This directive will assist personnel in the proper:

- Storage of Original Surveillance Logs
- Disposition of surveillance logs on a Closed Intelligence Investigation

Storage of Original Surveillance Logs

The Custodian of Records or his/her designee in the Administrative Section shall store original surveillance logs for an Open Intelligence Investigation. Surveillance Logs for a Preliminary Investigations (PI) shall be stored by the assigned investigator. All surveillance logs shall be categorized by the specific individual/investigation. The assigned analyst or investigator may keep a copy of the surveillance log(s) in the respective Investigator's Working Folder or Analysis Folder.

Note: Surveillance notes of a Joint Terrorism Task Force (JTTF) case shall be stored at the JTTF facility.

Disposition of Surveillance Logs on a Closed Intelligence Investigation

After the investigation is closed (Open or PI), the surveillance logs shall be forwarded to the Custodian of Records for appropriate storage (as would all materials in the Investigators Working Folder). Analysis personnel may maintain a copy of surveillance logs from a closed case only if it is material to another OPEN intelligence investigation or related to terrorist trends. Approval shall be granted by the ATIS Officer in Charge.

Note: the criteria for review of closed investigation surveillance logs once stored in the closed files shall be the same as those for review of closed intelligence files.