

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 5
15.1

Date: April 12, 2006

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division

SUBJECT: ANALYSIS UNIT INFORMATION AND DATA STORAGE FOR THE
ANTI TERRORISM INTELLIGENCE SECTION FUNCTION

This directive will assist personnel in understanding the intelligence analysis function and the storage criteria of Analysis Unit materials.

- Analysis Unit Function
- Storage of Analysis Unit Information and Data

Analysis Unit Function

Intelligence analysis requires individuals to gather information collected from a variety of resources, process that information and produce actionable intelligence. This actionable intelligence can be in the form of reports or briefings. The broader content of the material collected by analysts is necessary to make significant connections "connecting the dots", identify trends, and ensure that terrorist activity is not being overlooked. In order to develop actionable intelligence, analysts need to identify trends in terrorist activity, patterns of behavior, associations between individuals, modes and methods of operations, including previous terrorist activities and attacks, and all other material information that may assist in the prevention of terrorist attacks. Actionable intelligence includes, but is not limited to, providing direction to investigative entities and personnel for the purpose of investigating groups and individuals that may be threatening, attempting, planning, or performing acts that may significantly disrupt the public order, or harass based on race, religion, national origin, or sexual orientation. Actionable intelligence also includes providing intelligence assessments and recommendations to personnel at all levels of the Department.

Due to the fact that personnel assigned to analysis need to maintain a larger volume of information to carry out their mission, analyst material must be maintained separate from intelligence files and investigator notes. The intelligence files focus on specific individuals and groups where as the analyst products and briefings focus on providing investigative insight, support and direction. This fact does not preclude analysts from being able to articulate the materiality of stored information, nor does it preclude analysts from properly storing the information.

Storage of Analysis Unit Information and Data

The following information shall be used as a guide for analysts assigned to Major Crimes Division, Anti-Terrorist Intelligence Section (MCD-ATIS), in order to properly store and secure information:

- 1.) Analysts are responsible for maintaining and storing information and documents in Department facilities. Facilities include any location that MCD personnel are assigned or required to work. This includes various task force offices.
- 2.) Analysts must be able to articulate the materiality of all stored information and documents under their control and explain the organizational method used to store information under their direct control.
- 3.) Analyst supervisors are responsible for articulating the materiality of all shared analytical information and documents stored by ATIS/Analysis Unit.
- 4.) Analysts must be able to transport information, documents and intelligence to and from meetings, briefings, study and research tasks, investigative assignments, etc. **The security of this information and the returning of the information to MCD is the responsibility of the individual analyst.** At times, Analysts may be required to travel and may be unable to return to MCD facilities at the end of watch. Overnight storage of information may then be granted by an Analyst supervisor. Again, the information shall be returned in a timely manner and proper security of the information is the responsibility of the analyst.
- 5.) Information stored on computers or electronic medium (removable hard drives, discs, etc.) requires the same level of scrutiny as hard copy documents. Analysts are required to articulate the materiality of all information contained on computers and electronic medium and explain the organizational method used to store the information.

The following list will help analysts define the materiality of information:

- 1.) Material to an MCD criminal investigation;
- 2.) Material to a criminal or intelligence investigation by another agency or task force;
- 3.) Material to an Open Intelligence Investigation;
- 4.) Material to a Preliminary Investigation;
- 5.) Material to an Initial Lead Investigation;
- 6.) Material to an Intelligence Control Center Lead;
- 7.) Material to the study of terrorist trends;
- 8.) Material to the study of terrorist methods, tactics, or activities;
- 9.) Material to the study of behavioral patterns associated to terrorist groups and individuals;
- 10.) Material to identifying associations between individuals believed to be involved in terrorist activity;
- 11.) Material to the study of world events, country profiles and trends; and
- 12.) Training aids