

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 5

August 30, 2013

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division

SUBJECT: INVESTIGATOR'S WORKING FOLDER FOR THE ANTI-TERRORISM INTELLIGENCE SECTION FUNCTIONS

Background: This Divisional Order defines the procedures and responsibilities related to the Investigator's Working Folder (IWF):

- Investigator's Working Folder Defined
- Type of work product permitted for storage
- Identification of documents
- Removal of non-material information

This order replaces and deactivates the following Divisional Order:

Divisional Order No. 2, February 6, 2012 (IWF for the ATIS Functions)

Investigator's Working Folder

The Investigator's Working Folder is created by the assigned investigator and is specifically designated to contain the investigative materials gathered, received, and developed for the specific purpose of updating an approved Full Terrorism Intelligence Investigation. The Investigator's Working Folder is not part of the Intelligence File.

Employee Responsibility: The primary IWF shall be maintained in the Anti-Terrorism Intelligence Section's (ATIS) automated reporting system (Palantir) under the Case File of an approved investigation. Investigators should make every attempt to maintain all records within the automated Palantir system so that it is searchable and available for analysis and audit purposes. It is understood that not all information collected can be put into the Palantir system. If it is necessary to maintain a hard copy IWF, the IWF shall be stored in an approved location within MCD. The existence of a hard copy IWF shall be noted in the "Case File" of the associated investigation.

The Investigator's Working Folder may contain a variety of documents, working notes, photographs, etc., which are either material to the investigation, or information in which the materiality has not yet been determined.

Investigators shall make reasonable ongoing efforts to determine materiality on all documents contained in the IWF.

The documents, etc., contained in the IWF shall be entered into Palantir as an "Activity Report" under an "Open Case" of an approved investigation. Investigators are to ensure that the "Activity Report" is selected in the "Type of Report" drop down box.

Supervisor Responsibility: ATIS supervisors and the Officer-in-Charge are responsible for periodically auditing all IWF's to insure compliance with all Divisional Orders and the Intelligence Guidelines for ATIS. (Review Divisional Order No. 14, February 18, 2009) for IWF Audit procedures and schedules).

Identification of Documents

Each document entered in the IWF shall have the following information noted:

- Nature of the document, item, or information (DMV Print out, Photograph, etc...);
- How the information is material to the investigation or materiality is yet to be determined;
- Date the document or item was obtained;
- Source of information, document or Item.

If the information is entered into a hard copy IWF, an I/O note stamp must be completed and affixed to the document or set of documents.

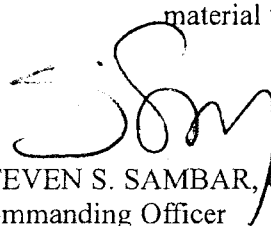
Purge of Non-Material Information

One element of the intelligence process is the purging of information and/or documents that are no longer material to the investigation. Non-material information shall be removed from the concerned file and purged (destroyed).

Investigator Responsibility: When information is determined to be not material to the investigation, it shall be immediately removed from the IWF and destroyed.

Supervisor Responsibility: Anti-Terrorism Intelligence Section supervisors shall audit the IWF's as directed by Divisional Order No. 14, to ensure that only appropriate information is stored and that the IWF is being properly maintained. The supervisor shall document those inspections as directed by Divisional Order No. 14.

NOTE: When initiating an Open Intelligence Investigation on an individual or organization that was previously closed, the notes from the closed IWF shall not necessarily become part of the new file. Information or documents from the previously closed IWF may be incorporated into the new folder only if it is material to the newly initiated investigation.


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Commanding Officer
Major Crimes Division