

MAJOR CRIMES DIVISION

D I V I S I O N A L O R D E R NO. 8
15.1

Date: April 12, 2006

TO: Concerned Personnel (ATIS and OCS)

FROM: Commanding Officer, Major Crimes Division

SUBJECT: DISSEMINATION OF INTELLIGENCE INFORMATION

This directive will assist personnel in understanding the criteria for disseminating intelligence information:

- Dissemination defined
- Dissemination limits
- Dissemination of information from the Investigator's Working Folder
- Joint agency investigations

Dissemination defined

The communication of any Intelligence File information to any person not assigned to Major Crimes Division's direct chain of command. All dissemination is based on a need to know and right to know."

Note: Intelligence File information is that information maintained for an Open Intelligence Investigation such as an Intelligence Report, Form 1.89.

Any member of Major Crimes Division (MCD) who copies, permits inspection of, or disseminates intelligence information directly from intelligence files shall record the:

- Date
- Name of officer disseminating
- Name of the individual receiving
- The reason for the dissemination
- The information disseminated
- Reliability of the information

The above listed requirements shall be satisfied by completing the Information Dissemination Log (IDL), see attachment.

Note: dissemination of information requiring an IDL is specific Intelligence File information, not general or non-specific information.

Dissemination Limits

Only that information specifically justified by the need and right to know may be disseminated. Not all dissemination that meets the need and right to know criteria merits a total disclosure of information. Each request for a dissemination of information should be based on the specific need, on a case by case basis.

Dissemination of information from the Investigator's Working Folder

The materials contained in the Investigator's Working Folder are NOT considered part of the intelligence file and information may be disseminated based on a need and right to know.

Joint Agency Investigations

In the case of joint investigation, the Commanding Officer, MCD, may authorize a free flow of information on the particular individuals(s) and organization(s) being investigated, as long as a need and right to know exists.

Note: MCD personnel shall not disseminate information deemed **classified** by the United States government without receiving permission from the involved federal agency and **verifying** appropriate federal clearances are in order.

Third Party Dissemination

Permission is required for third party dissemination whether the information is classified or not.

INFORMATION DISSEMINATION LOG

NAME OF PERSON RECEIVING INFORMATION		DATE
SUBJECT OF DISSEMINATION		
NEED TO KNOW	RIGHT TO KNOW	
INFORMATION DISSEMINATED		
<input type="checkbox"/> VERBAL <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> HARD COPY		
DISSEMINATION SOURCE: / RELIABILITY OF INFORMATION		
<input type="checkbox"/> INVESTIGATOR NOTES <input type="checkbox"/> OPEN INTELLIGENCE INVESTIGATION	<input type="checkbox"/> CLOSED INTELLIGENCE INVESTIGATIONS <input type="checkbox"/> OTHER (SPECIFY)	
DISSEMINATION		
NAME AND SERIAL NO.		DATE
MAJOR CRIMES DIVISION EMPLOYEE DISSEMINATING		
SECTION OFFICER IN CHARGE APPROVING		
CUSTODIAN OF RECORDS APPROVING		
COMMANDING OFFICER APPROVING		