

PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 361
	CONFIDENTIAL INFORMANTS	ISSUE DATE 02/19/2008
	CHAPTER: INVESTIGATIONS	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 4

I. PURPOSE

The purpose of this policy is to provide regulations for the control and use of confidential informants (C.I.).

II. POLICY

In many instances, a successful investigation cannot be conducted without the use of Confidential Informants. While the use of Confidential Informants is an effective tool in investigations, it can be undermined by the misconduct of either the Confidential Informant or the officer utilizing the informant. Therefore, it shall be the policy of this department to take necessary precautions by developing sound informant control procedures.

III. DEFINITIONS

CONFIDENTIAL INFORMANT FILE: File maintained in order to document all information that pertains to confidential informants.

UNRELIABLE INFORMANT FILE: File containing information pertaining to individuals determined generally unfit to perform as informants.

IV. PROCEDURES

A. Establishment of an Informant File System

1. The commanding officer in charge of the criminal investigations function shall be responsible for developing and maintaining master informant files and an indexing system.
2. A file shall be maintained on each C.I. used by officers. Each file shall be coded with an assigned informant control number and shall contain the following information:
 - a. Informant's name;
 - b. Name of officer initiating use of the informant;
 - c. Informant's photograph, fingerprints and criminal history record;
 - d. Briefs of information provided by the C.I. and its subsequent reliability. If an informant is determined to be unreliable, the informant's file shall be placed in unreliable informant file;
 - e. Signed informant agreement; and
 - f. Update on active or inactive status of informant.
3. The confidential and unreliable informant files shall include an indexing system. An informant history summary, coded with the informant control number, shall be prepared to correspond to each informant file and include the following information:
 - a. Special skills, avocations;
 - b. Date of birth;
 - c. Aliases;
 - d. Height, weight, hair color, eye color, race, sex, scars, tattoos or other distinguishing features.
 - e. Current home address and telephone number;
 - f. Residential addresses over the last five years;
 - g. Current employer, position, address and telephone number;
 - h. marital status and number of children
 - i. Vehicles owned and their registration numbers; and
 - j. Places frequented.
4. Narcotics informant files shall be maintained in a secured area within the Vice and Narcotics Division. Criminal investigation informant files shall be maintained in a secured area within the Detective Division.

5. The informant files shall be utilized in order to:
 - a. Provide a source of background information about the informant;
 - b. Provide a complete history of the information received from the informant;
 - c. Enable review and evaluation by the appropriate supervisor of information given by the informant; and
 - d. Minimize incidents that could be used to question the integrity of investigators or the reliability of the C.I.
6. Access to the narcotics informant files shall be restricted to the Chief of Police, and the Commander of Vice or their designee. Access to criminal investigation informant files shall be restricted to the Chief of Police, and the Commander of the Detective Division or their designee.
7. Sworn personnel may only review an individual's informant file upon approval of the respective division commander.

B. Use of Informants

1. Before using an individual as a C.I. an officer must receive initial approval from a supervisor authorized to make this approval.
2. The officer shall compile sufficient information through a background investigation in order to determine the reliability and credibility of the individual.
3. After the officer receives initial approval to use an individual as a C.I., an informant file shall be opened.
4. All persons determined to be unsuitable for use as a C.I. shall be referenced in the Unreliable Informant File.
5. An officer wishing to utilize an unreliable informant must receive prior approval from his or her supervisor.

C. General Guidelines for Handling C.I.s

1. All C.I.s are required to sign and abide by the provisions of the departmental informant agreement. The officer utilizing the C.I. shall discuss each of the provisions of the agreement with the C.I. With particular emphasis on the following:
 - a. Informants are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures and may not carry a weapon;

