

Annapolis Police Department



GENERAL ORDER

Number: L.2

Issue Date: May 2014

TO: All Personnel

SUBJECT: Confidential Funds/Informant Control

PURPOSE

The purpose of this General Order is to establish guidelines for the administration and the use of confidential funds and the use of confidential informants.

POLICY

It shall be the policy of the Annapolis Police Department to use confidential funds and confidential informants for the purpose of combating illegal activities.

I. Required Action

A. Budget

The Commander of the Operations Division is responsible for the budget of the confidential funds to support vice, narcotics, and organized crime control functions.

B. Master File

1. The Drug Enforcement Unit supervisor will maintain a master file for all informants within the Operations Section.
2. The Drug Enforcement Unit supervisor is strictly accountable for updating the master file with the Operations Section informants.

C. Informant File Contents

Informant files will contain: Biographical and background information;

1. Criminal history information;
2. A confidential informant (CI) number;
3. The CI-Annapolis Police Department contract/agreement;
4. Photograph of confidential informant; and
5. Fingerprint card of the confidential informant.

II. Files**A. Maintenance of Informant Files**

Annually, the Drug Enforcement Unit supervisor will review their members' informant files, document this review and forward a copy of the review to the Commander of the Operations Division. The Commander of the Operations Division will forward a copy to the Staff Inspections unit. The review will include, but will not be limited to:

1. Changes in the criminal history or arrest status of the informant.
2. The amount of money an informant receives annually.
3. Decision on whether continuing to use the informant is appropriate.
4. To officially dissociate with an informant who engages in crimes of violence such as robbery, domestic violence, homicide, etc.
5. To deactivate any informants that an investigator no longer uses.

B. Security of Informant Files

1. The Drug Enforcement Unit supervisor will store/lock informant files and related codes, i.e., confidential informant numbers in the Vice and Narcotics file cabinet.
2. Only the Drug Enforcement Unit Supervisor, the Commander of the Criminal Investigation Section or the Commander of the Operations Division will have access to the locked file cabinet.

C. Protecting Identities

1. Members will take every reasonable step to protect the identity of informants. If a judicial officer orders a member to reveal an informant's identity, the Commander of the Operations Division or the Chief of Police will determine whether to reveal the identity or to request dismissal of the case.
2. Written reports will refer to informants by their CI control number with a gender neutral description.
3. Investigators will change the control numbers periodically to avoid creating a recognizable pattern.

D. Criteria for payment

1. Payments between \$50.00 and \$200.00 must have prior approval of the unit supervisor.
2. Payments between \$201.00 and \$500.00 must have the prior approval of the Criminal Investigations Section Commander.
3. Payments between \$501.00 and \$1,999.00 must have the prior approval of the Operations Commander.
4. Payments of \$2,000.00 or more must have the prior approval of the Chief.

E. General Precautions

1. All negotiations relating to charges, pleadings, or sentencing must have the approval of the State's Attorney's Office.
2. Investigators should deal with informants with the utmost caution. As such, investigators will document all contacts with informants.
3. Investigators should have a second investigator present when meeting with an informant of the opposite sex or when meeting any informant in a secluded location.
4. All contacts with informants will be concerning official police business.

F. Juvenile Informants

Juvenile informants must have the permission of a parent or legal guardian, the Drug Enforcement Unit Supervisor and the State's Attorney's Office.

III. Use of informants by Patrol Officers/Detectives

- A. All officers and detectives must have the approval of their division commanders.
- B. All procedures relating to informants will apply to all department personnel.

IV. Funds

A. Authorized payment

1. The confidential informant fund is solely for paying informants for authorized services, purchasing narcotics, for investigations, undercover rental vehicles or for purchases of alcohol during sting operations. The fund is never to be used for petty cash nor purchasing budgetary items. All other expenditures must have the prior approval from the Commander of the Operations Division.
2. Only a limited amount of cash (determined by the Operations Commander) will be kept in the Drug Enforcement Unit office. To replenish the CI funds, the Operations Commander will request the cash (which is in the budget) through the Commander of the Administrative Services Division. The Commander of the Administrative Services Division will send a requisition to the City of Annapolis Finance Department. The Finance Department will then forward a check to the Operations commander.
3. Requisitions over \$2,000.00 to replenish the CI funds will require the approval of the Chief of Police.

B. Record keeping

1. The Drug Enforcement Unit supervisor will complete the Master Monthly CI/Expenditure Log each month. It will include a beginning balance, amounts drawn and returned by officers, additional deposits from the Operations Commander, a running balance, and a final balance. These forms will be kept in a binder in the Vice and Narcotics Office and be available for inspection at all times.
2. Officers who use confidential informant monies will submit the following documentation to the Drug Enforcement Unit supervisor for each transaction:

- a. A Cooperating Reliable Individual (CRI) Cash Receipt, dated and signed;
 - b. A CRI Status Report, detailing the expense; or
 - c. A CID Expense Voucher (used for undercover buys, inexpensive supplies required in an emergency during an operation, etc.) for each expenditure during that month.
3. Officers who use confidential informant monies will submit a monthly CI/Expenditure Log to the Vice and Narcotic Unit supervisor indicating the use of all monies used throughout the month.

C. Informant fund

- 1. Only the Commander of the Operations Division, Commander of the Criminal Investigation Section, and/or the Drug Enforcement Unit supervisor has the authority to disburse funds. The Operations Commander routinely grants permission to disperse funds to all the narcotic detectives All others must get prior approval from their commander and the Operations Commander.
- 2. Officers will receive funds on or about the first work day of the month. Officers will return any unused money no later than the last work day of the month. Monies will only be disbursed after the supervisor balances the documentation for the prior month and the cash on hand.

D. Audit

- 1. The Commander of the Operations Division will conduct quarterly audits. The audits will be documented with a copy forwarded to the Staff Inspections Unit. The confidential informant fund is available for an audit at anytime by members of the Internal Affairs or the Staff Inspections Unit.
- 2. A member of the Staff Inspections Unit will conduct an annual inspection of the confidential funds. The inspection will be documented and a copy will be forwarded to the Office of the Chief indicating the results of the inspection.

Michael A. Pristoop
Chief of Police

References
1. Accreditation Standards 17.4.2, 42.2.7, 43.1.3

Revision: This General Order replaces General Order L.2 Confidential Funds dated October 2008