
LAURENS COUNTY LAW ENFORCEMENT CENTER
STANDARD OPERATING PROCEDURES

SOP# I-040

PAGE # 1

SUBJECT: INFORMATION DEVELOPMENT

INDEX AS: LIAISON: INFORMANTS:

EFFECTIVE DATE: 2/15/2006 REVISED DATE:

I. PURPOSE:

To establish policies and procedures governing the gathering of information from outside sources including other agencies.

II. SCOPE:

This policy applies to all Laurens County Law Enforcement Center personnel during the collection of information from outside sources.

III. POLICY: LIAISON

It is the policy of this Office to maintain liaison with Local State and Federal Agencies for the exchange of information. Information gathered is to be used in all aspects of Departmental planning.

The Captain Investigator shall be responsible for coordinating meetings with the following investigative agencies as necessary for the exchange of information:

- A. Georgia Bureau of Investigation;
- B. Federal Bureau of Investigation;
- C. Drug Enforcement Administration;
- D. Oconee/Dublin Judicial Task Force;

Deputies and/or Investigators who obtain any information which may be of use to any organization shall forward such information to concerned organizations.

IV. CONFIDENTIAL INFORMANT:

- A. The use of individuals who furnish information on the expectation that their identity will not be disclosed, requires detailed documentation and administrative control.
- B. Agents shall not offer immunity from prosecution nor guarantee the actions of a court officer or Judge.
- C. Potential informants shall be thoroughly interviewed by the investigating agent who initiated the contact.
- D. If the potential informant is a juvenile, the parents or guardians shall be present during the interview.

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# I-040

PAGE # 2

- E. If the informant has pending criminal cases, the case agent will be contacted for additional information and determination if assistance or information is possible or recommended.
- F. Agent will check to verify if potential informant has been used as an informant prior to present contact.
- G. Initiating agent shall contact the Captain Investigator for review and approval for use of individual as an informant.
- H. INFORMANT DOCUMENTATION:
 - 1. After determining that an individual may be used as an informant, an informant control number will be issued (if individual has previously been used, a new control number will not be issued) by Captain Investigator.
 - 2. A control card, containing the control number and the informants name, will be filed alphabetically in a secure location: eg., a locked file with access limited by the Captain Investigator.
SEE ATTACHMENT A
 - 3. Informant file shall be established and used to store all related documentation on the informant. The file will be marked with the control number on the exterior tab. Access to the file shall be limited to a need-to-know basis by the Chief investigator. Specific items to be placed in the file are:
 - a. Interview report completed during the interview containing all information available about the informant.

SEE ATTACHMENT B
 - b. Informant receipt form.
SEE ATTACHMENT C
 - c. Correspondence relative to informant.
 - d. Administrative debriefing statements.
 - e. Other relevant information.
- V. EXPENDITURE OF FUNDS DURING CRIMINAL INVESTIGATIONS:

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# I-040

PAGE # 3

- A. The nature of criminal investigations often require frequent and sometimes large expenditures of money. This can include paying informants, purchasing contraband as evidence, expenses for surveillance, emergency expenditure for equipment and/or supplies; and subsistence expenditure during investigations and/or proceedings.
 - B. Expenditure of funds shall be made in a prudent manner and only as necessary to effect the goals of the investigation.
 - C. Departmental personnel must not guarantee funds to an informant unless the funding has been approved.
 - D. All expenditures shall be vouchered and these vouchers returned to supervisor responsible for said funds.
SEE ATTACHMENT D
 - E. All expenditures will be authorized by the Sheriff or Major. All unauthorized expenditures will be the personal responsibility of the expending personnel.
- VI. USE OF INFORMANTS BY PATROL PERSONNEL:
The procedures described for the handling of information relayed by an informant to a Deputy shall be relayed by the Deputy to his supervisor and then to the Captain Investigator.
The use of funds for paid informants shall be coordinated through the Investigative Division.

ATTACHMENT A

CI # _____
NAME _____

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# I-040

PAGE # 4

ATTACHMENT B

CONFIDENTIAL INFORMANT INTERVIEW REPORT

CI # _____
Name _____ DOB _____ SS# _____

RACE _____ SEX _____ HGT _____ WGT _____ DRIVER LIC # _____

PLACE OF BIRTH _____

PRESENT ADDRESS _____

TELEPHONE # _____

EMPLOYER _____ OCCUPATION _____

VEHICLE MAKE _____ MODEL _____ COLOR _____ YR _____

TAG # _____ STATE _____

CURRENTLY ON: () PROBATION () PAROLE () BOND

STATE ID# _____ FBI ID # _____

CODE: S-SPOUSE P-PARENT C-CHILD B-BROTHER SR-SISTER A-ASSOCIATE
R-RELATIVE

NAME	RESIDENCE	TELEPHONE

MOTIVE FOR INFORMING: _____

TYPE OF INFORMATION : _____

POSSIBLE PERSONS INVOLVED _____

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# I-040

PAGE # 5

INVESTIGATOR _____ DATE: _____

ATTACHMENT C

CONFIDENTIAL INFORMANT RECEIPT

For and in consideration of the sale and delivery to the Laurens County Law Enforcement Center of information or evidence identified as follows:

I hereby acknowledge receipt of \$ _____ paid to me by

_____, an officer of the Laurens County Law Enforcement Center.

DATE: _____ Signature: _____

Witness

Witness

Authorized by: _____

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# I-040

PAGE # 6

ATTACHMENT D

AGENT EXPENSE RECEIPT

For and in consideration of the purchase and delivery to the Laurens County Law Enforcement Center of evidence and/or for expenses, I hereby acknowledge payment of \$ _____ to me, for the purchase of such evidence and/or expense identified as follows:

Date: _____

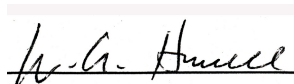
Signature _____
Agent

Witness

Witness

CAPTAIN INVESTIGATOR

AUTHORIZED BY


W. A. HARRELL
SHERIFF

2/15/2006
EFFECTIVE DATE: