



FHP Intelligence Procedures Consulting Engagement 201213-34

June 28, 2013

Executive Summary

In accordance with Florida Highway Patrol (FHP) Policy 22.03, *Criminal Intelligence*, the FHP Bureau of Criminal Investigations and Intelligence (BCII) requested the Office of Inspector General (OIG) assess and report on their internal audit of Intelligence Procedures. The assessment focused on information collection, storage, purging, and the utilization of intelligence personnel and techniques.

The Florida Highway Patrol Intelligence Procedures Manual, Law Enforcement Intelligence Unit (LEIU) Guidelines, FHP Policies 22.03 & 17.16, *Field Intelligence Reports*, Chapter 119, Florida Statutes, and Code of Federal Regulations, Title 28: Judicial Administration Part 23 - Criminal Intelligence Systems Operating Policies were referenced in the Intelligence Procedure Audit and were used as the basis for this review.

We determined the FHP Intelligence Procedures are compliant with each of the requirements in FHP Policy 22 .03.07(d).

Background and Introduction

FHP Policy 22.03.07(d) specifies that on an annual basis, the OIG will review the FHP Intelligence Procedures Audit to ensure the compliance of its operations. Specifically, the OIG will review the procedures regarding, but not limited to, the following:

1. Criminal intelligence information that is collected is limited to criminal conduct and relates to activities that prevent a threat to the community.
2. The types or quality of criminal intelligence information that may be included in an FHP automated system.
3. The methods for purging inactive or incorrect criminal intelligence information.
4. The utilization of specific FHP personnel and techniques for intelligence operations.

Results

We reviewed the Intelligence Procedures Audit conducted by the Deputy Chief Intelligence Officer (DCIO) for compliance and accuracy of statements. We confirmed the statements presented in the audit are correct in regards to FHP policies and procedures and how they pertain to collection, storage, and purging of intelligence information. In regards to utilization of qualified intelligence personnel and techniques, the descriptions of the FHP Criminal Intelligence Analyst positions are clearly written so that the analyst's performance is directly tied to intelligence-related duties. A review of the performance evaluations by the DCIO demonstrated the analysts were satisfactorily meeting the requirements put forth in the position descriptions. Additionally, the FHP BCII incorporates the use of published national best practices in its intelligence production and dissemination techniques.

After reviewing the FHP Intelligence Procedures Audit we determined BCII is compliant with each of the requirements in FHP Policy 22.03.07(d).

Purpose, Scope, and Methodology

The purpose of this consulting engagement was to assess and report on the internal audit of Intelligence Procedures conducted by the Florida Highway Patrol Bureau of Criminal Investigations and Intelligence.

The scope of this consulting engagement was to review the intelligence procedures audit to determine the accuracy of the conclusions made by the DCIO.

The methodology included reviewing the Florida Highway Patrol Intelligence Procedures Manual, Law Enforcement Intelligence Unit Guidelines, FHP Policies 17.16 & 22.03, Chapter 119, Florida Statutes, and Code of Federal Regulations, Title 28: Judicial Administration Part 23 - Criminal Intelligence Systems Operating Policies.

Distribution, Statement of Accordance, and Project Team

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Statement of Accordance

Section 20.055, Florida Statutes, requires the Florida Department of Highway Safety and Motor Vehicles' Inspector General to review, evaluate and report on policies, plans, procedures, accounting, financial and other operations of the Department and to recommend improvements. This consulting engagement was conducted in accordance with applicable *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors and Principles and Standards for Inspectors General published by the Association of Inspectors General.

Project Team

Engagement conducted by:
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Under the supervision of:
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Approved by:



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