


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT FIELD INTELLIGENCE REPORTS	POLICY NUMBER 17.16
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17.16.01 PURPOSE

To provide guidelines to be followed in completing field intelligence reports.

17.16.02 POLICY

It is the policy of the Florida Highway Patrol (FHP) to assist in the prevention of crimes, support FHP criminal interdiction and investigations, and effectively participate in the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) through the collection of information which may assist in the identification and apprehension of criminals and to provide such information to other law enforcement agencies that may benefit from it. Field Intelligence Reports are to be considered "Temporary Files."

17.16.03 DEFINITIONS

FIELD CONTACTS – Those contacts with persons whom a member has a reasonable suspicion to believe may be involved in criminal activity. Reasonable suspicion may occur during routine traffic stops or crash investigations, or in accordance with Section 901.151, Florida Statutes, the "Florida Stop and Frisk Law".

FIELD INTELLIGENCE – Documentation generated as a result of a member's observations and/or interaction with civilians that are NOT the subject of a field interview.

FIELD INTERVIEW – Documentation of the details derived from a member's interaction with a field contact.

NATIONWIDE SUSPICIOUS ACTIVITY REPORTING (SAR) INITIATIVE - The Nationwide SAR Initiative (NSI) is a collaborative effort led by the U.S. Department of Justice, Bureau of Justice Assistance, in partnership with the U.S. Department of Homeland Security, the Federal Bureau of Investigation, and state, local, tribal, and territorial law enforcement partners. This initiative provides law enforcement with another tool to help prevent terrorism and other related criminal activity by establishing a national capacity for gathering, documenting, processing, analyzing, and sharing SAR information. (<http://nsi.ncirc.gov/>)

TEMPORARY FILE – Documented information that does not rise to the level of reasonable suspicion, but references an event or activity that indicates the possibility of criminal activity, such as a tip, lead, or Suspicious Activity Report, none of which constitute criminal intelligence information under 28 CFR Part 23.

17.16.04 OBJECTIVES

To assist in the prevention of crimes and the identification and apprehension of criminals.

17.16.05 RESPONSIBILITIES

- A. All members are to remain alert for possible suspicious activities and other information encountered during the course of their normal patrol duties that may assist FHP or other law enforcement agencies in identifying and apprehending criminals, and to document such activity within the Field Intelligence Report section of the Mobile Forms system. Members are to report SAR through the use of the Field Intelligence Report (See Florida Highway Patrol Intelligence Procedures Manual; for SAR observable behavior).
- B. The Bureau of Criminal Investigations and Intelligence (BCII) is responsible for:
 - 1. Determining whether the information entered into the Field Intelligence section of the Mobile Forms system meets the criteria for further processing, such as additional dissemination or the creation of an intelligence file.
 - 2. Contacting each local agency within their area of responsibility and coordinate the implementation of field interview submission with the component within that agency that should receive the reports.
 - 3. Establishing procedures within FHP to ensure the proper collection, documentation, and distribution of field intelligence reports.
 - 4. Ensuring that performance measures with regard to the collection, analysis, and dissemination of Field Intelligence Reports are maintained.
 - 5. Performing regular queries of Field Intelligence Reports through the Mobile Forms system for analysis.
 - 6. Evaluating whether the Field Interview Report meets the criteria for uploading to the NSI Shared Space, entry into InSite, or additional dissemination.
 - 7. Contacting a representative with the local agency or fusion center holding jurisdiction over the area in which the activity occurred

17.16.06 PROCEDURES

A. DOCUMENTING FIELD CONTACTS

- 1. The identity of the subject(s) of the field contact should be established.
- 2. The subject(s) should be questioned relevant to the reasonable suspicion. However, a subject cannot be compelled to answer any questions. At the conclusion of the traffic stop or crash investigation or upon the subject(s) refusing to answer questions beyond those allowed by the "Florida Stop and Frisk Law", the subject should be permitted to leave.

3. If during contact with the subject a member develops probable cause to believe that the subject(s) are engaged in criminal activity, the subject(s) may be arrested and appropriate reports shall be completed. In such cases, the Field Intelligence Report will not be completed unless otherwise ordered by the Director or designee.
4. The Field Intelligence Report will be used to document field contacts initiated by members.
 - a. The subject should be fully identified on the form.
 - b. The narrative portion should contain sufficient information to explain why the individual was questioned and should include details of other significant circumstances, associates, or other statements or actions by the subject.
5. Field Intelligence Reports will be reviewed by the BCII prior to dissemination.

B. REPORTING SUSPICIOUS ACTIVITY

Field Intelligence Reports will be used to document SAR with regards to observable behaviors and indicators that are consistent with terrorist pre-planning. The observable behaviors can be found in the Florida Highway Patrol Intelligence Procedures Manual.

C. DISSEMINATION OF REPORTS

1. Reports containing information on criminal activity within the scope of responsibilities of the Florida Highway Patrol will be entered into the Field Intelligence Report section of the Mobile Forms system. The BCII will scrutinize all reports in a regular manner.
 - a. Reports containing information of a local nature will be forwarded to the appropriate law enforcement agency or fusion center by the BCII.
 - b. Reports containing information of statewide importance or across troop boundaries will be collected by the BCII for further examination. The BCII shall be responsible for disseminating the report to any law enforcement agency, which they deem may have an interest.
2. The BCII will maintain an electronic log to ensure proper dissemination and processing of the reports.

D. DISPOSITION OF REPORTS

1. Field Intelligence Reports will be retained for a maximum of one year in the Mobile Forms system in accordance with the Law Enforcement Intelligence Unit's (LIEU) guidance. If the information is deemed to be worthy of inclusion into a permanent intelligence file, the contents will be maintained with the file in accordance with 28 CFR Part 23. Entries that meet 28 CFR Part 23 criteria will be purged from Mobile Forms and entered into the appropriate intelligence system.

2. The Chief Intelligence Officer will ensure the Field Intelligence Reports are purged from the system with the CTS America vendor.

E. TRAINING

1. Troopers will receive initial and biennial training as to the mission and intent of the Nationwide Suspicious Activity Reporting Initiative (NSI).
2. The Chief Intelligence Officer in consultation with the direction of the BCII Bureau Commander may coordinate with the FHP Training Academy and the Department's Learning and Development Office regarding the development and maintenance of the training curriculum.
3. Training will be accomplished and documented in iLearn; the Department's online learning management system.