



## **FHP Intelligence Procedures** Advisory Memorandum 201920-33

June 22, 2020

### **Executive Summary**

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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. This assessment focused on information collection, storage, purging, and the use of intelligence personnel and techniques.

The Florida Highway Patrol Intelligence Procedures Manual, Law Enforcement Intelligence Unit Guidelines, FHP Policies 22.03 and 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 generally compliant with the requirements in FHP Policy 22.03.07(d).

### **Background and Introduction**

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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 of Review**

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We reviewed the Intelligence Procedures Audit conducted by a Supervisory Intelligence Officer on June 10, 2020 for compliance and accuracy of statements. We confirmed the statements presented in the audit are correct regarding FHP policies and procedures and how they pertain to collection, storage, and purging of intelligence information, and regarding using qualified intelligence personnel and techniques.

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

## **Purpose, Scope, and Methodology**

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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 conducted on June 10, 2020 to determine the accuracy of the conclusions made by the Supervisory Intelligence Officer.

The methodology included reviewing the Florida Highway Patrol Intelligence Procedures Manual, Law Enforcement Intelligence Unit Guidelines, FHP Policies 17.16 and 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

### **Distribution**

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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 Offices of Inspector General* published by the Association of Inspectors General.

### **Project Team**

Engagement conducted by:  
Kim Butler, Auditor

Under the supervision of:  
Erin Mook, Acting Audit Director

Approved by:

  
Mike Stacy, Acting Inspector General