

Germantown Police Department

Policies and Procedures

Number: 3-5
Effective Date: January 1, 2003
Subject: Informants
Previous Revisions:

I. PURPOSE

The purpose of this policy is to help members of the Department develop and effectively use informants and their information. Further, this order will help assure informant confidentiality and safety.

II. POLICY

It is the policy of the Germantown Police Department to effectively and efficiently utilize informants who are able to provide useful information regarding criminal activity.

III. DEFINITIONS

- A. *Informant*: someone who provides useful information concerning criminal activity including vice activities, organized crime, or criminal intelligence information.
- B. Types of Criminal Informants
 - 1. *Citizen Informant*: A citizen or an employee who provides information to an officer about neighborhood criminal activities. These informants generally do not wish to be identified, and these informants are not paid or documented.
 - 2. *Paid Informant*: A person who provides information about who committed a particular crime and who receives money from an officer as payment for the information. These persons are usually referred to as Confidential Informants (CI).
 - 3. *Defendant Informant*: An arrested person who provides information about other participants in a crime in exchange for consideration at the time of sentencing in their criminal case. These persons are also often referred to as Confidential Informants (CI).

An officer will develop a variety of information sources or informants. In many cases, information will flow as a result of friendly, courteous conversations, and questioning by building rapport, by providing efficient police response, and by just listening and talking.

IV. USE OF POLICE INFORMANTS

- A. Police officers will not make any deals with people concerning charging, pleading or sentencing. Police officers may, however, consult with the appropriate judicial official regarding these matters.
- B. In developing informants, officers shall ensure confidentiality of informant identities and transactions, but maintain accountability of information.
- C. Informant information may become the basis for a variety of legal and police processes. The officer should carefully consider the possibilities of being required to identify an informant in the courtroom and the possibility of placing the informant in jeopardy.
- D. Officers shall deal with informants very carefully and professionally, particularly with those of the opposite sex or those whose sexual preferences may make an investigation susceptible to compromise.
- E. Use of juvenile informants is particularly sensitive so officers shall obtain parental permission and consult with the appropriate juvenile court personnel before using a juvenile as an ongoing informant.
- F. The Chief of Police will provide information on the availability and accountability of funds to pay informants, which will be decided on a case-by-case basis.

V. PROCEDURES FOR PAID INFORMANTS AND DEFENDANT INFORMANTS (CIs)

- A. The informant must sign a “Confidential Informant Agreement” and have that agreement on file with the CI File, which is maintained by the Investigative Division. The Investigative Division Commander will determine the content of the CI File.
- B. A current photograph of the CI, a copy of the fingerprints of the CI, and a personal history form will all be maintained in the CI File.
- C. Each person acting as a CI will be checked for warrants, and a printout verifying such will also be placed in the CI File. Additionally, a copy of a criminal history check on the CI will be maintained in the CI File.

- D. Each CI will be assigned a unique confidential number by the detective assigned to maintain the custody of the CI Files. This detective shall maintain the security and the confidentiality of all CI Files.
- E. Each time that the CI performs a service for the Department, documentation of that service will be placed into the CI File.
- F. Each time that a payment is made to a CI, documentation of that payment will be placed into the CI File. Each Payment record will contain the original signature and an inked thumbprint from the CI as verification of the payment.

VI. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.