

# **POLICY AND PROCEDURES MANUAL**

*Fergus Falls Police Department*

<b>Policy Title</b>	<b>Policy Statement on Use of Cooperating Individuals</b>
<b>Policy Number</b>	<b>307 (Formerly 62.01)</b>
<b>Effective Date</b>	<b>December 1, 2009</b>
<b>Distribution</b>	<b>All Licensed Police Officers and Administrative Coordinator</b>
<b>Rescinds</b>	<b>July 1991</b>

## **PURPOSE**

The value of cooperating individuals in specific types of criminal investigations is recognized by most law enforcement officials. The purpose of this policy is to assure the appropriate utilizations of such persons within the department.

## **POLICY**

The use of cooperating individuals in an investigation is an acceptable practice, as long as the best interests of the Fergus Falls Police Department, moral obligations, and legal parameters are recognized and given first consideration. Cooperating individuals shall always be dealt with respectively and professionally. The identity and personal information of a cooperating individual will not be divulged unless required by law or Judicial Order.

## **DEFINITIONS**

### **Informant/Cooperating Individual (CI)**

An informant or cooperating individual is a person who, under the specific control of a Fergus Falls Police Officer with expectation of payment or other valuable consideration (including agreements with a prosecuting authority), furnishes information regarding criminal activity or performs other lawful services.

### **Cooperating Reliable Individual (CRI)**

A cooperating reliable individual is a person who, under specific control of a Fergus Falls Police Officer, has furnished information regarding criminal activity. The information provided has been investigated and deemed to be true and correct and the Fergus Falls Police Department has had an opportunity to act upon the information.

### **Source of Information (SI)**

A concerned resident of the city of Fergus Falls, other person, or a person speaking on behalf of an organization who furnished information, without compensation, on an occasional basis regarding events observed or knowledge acquired in the course of employment.

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## **PROCEDURE**

- I. Fergus Falls police officers will be diligent and actively engaged in cultivating sources of information.
- II. The development of person as a source of information will require that a Fergus Falls Police Officer do the following:
  - A. Interview the person to determine their level of involvement and/or knowledge about criminal activities.
  - B. Conduct preliminary investigations to establish the accuracy of the information provided.
  - C. For persons willing to be sources who are arrested or facing criminal charges: obtain approval from the Otter Tail County or Fergus Falls City Attorney and, if the source has legal representation, that attorney as well.
  - D. For persons who are willing to be sources and who are on probation or parole their probation/parole officer will have to grant approval.
- III. Individuals who agree to cooperate will complete, sign, and date a ***Cooperating Individual Agreement*** and ***Cooperating Individual Personal History Report***. At this point, a Confidential Informant Identification Number will be assigned. Only individuals who are believed capable of furnishing reliable information and maintaining the confidentiality of the department's interests and activities may be utilized.
- IV. The Fergus Falls Police Department will not generally utilize juveniles as confidential informants, and, when utilized, only with the knowledge and permission of parent (s).
- V. A Cooperating Individual file shall be established and maintained for all persons utilized by the Fergus Falls Police Department. The file is maintained in the locked safe located in the office used by Fergus Falls Police Detectives.

Included in this file are:

- A. A completed and signed ***Cooperating Individual Agreement***
- B. A completed ***Cooperating Individual Personal History Report***