

**METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS
OFFICE OF THE POLICE COMMISSIONER
SPECIAL ORDER**

Date Issued: July 21, 2022 **Order No.:** Section I of SO 5-31
Effective Date: July 21, 2022 **Expiration:** Indefinite
Reference:
CALEA Standards: 40.2.3, 43.1.1, 43.1.2, 46.3.1
Cancelled Publications: Section I of SO 5-31, issued March 11, 2021
Subject: INTELLIGENCE OPERATIONS
To: ALL BUREAUS, DISTRICTS AND DIVISIONS

PURPOSE: To establish guidelines for the operations of Intelligence.

A. ORGANIZATION (40.2.3.a)

1. Intelligence consists of a Commander, Supervisors, Investigators, and Analysts. The unit is divided into sections:
 - a. Crime Analysis – The Crime Analysis Unit (CAU) is responsible for identifying and analyzing criminal patterns, series, and trends in the City of St. Louis. These analysts are responsible for proactively publishing actionable intelligence to affected Department personnel regarding these patterns and series in order to disrupt criminal enterprise and activity. These analytical products should assist commanders in developing tactical/operational plans, as well as assist detectives in identifying and isolating particular offender(s) and/or series of criminal activity. As such, analysts are support staff not only to District Commanders, but also to Detective units, and to the Investigative and Real-Time Crime Center (RTCC) groups within Intelligence.
 - b. Gang Enforcement Unit – Detectives are responsible for investigating gang activities within the City of St. Louis. These detectives are also responsible for documenting gang members.
 - c. Gun Crime Intelligence Center (GCIC) – The mission of the GCIC is to disrupt gun violence through the consistent production of timely, precise, and actionable intelligence. Offenders will be identified through a data-driven and forensics-led initiative to identify, target, investigate, arrest, and ultimately prosecute firearm-related offenders. The GCIC will focus its investigative resources on identified priority NIBIN cases, as determined by the GCIC Supervisor.
 - d. Victim Services Unit – A law enforcement-based victim services program that is comprised of advocates and created to increase interaction between law enforcement and victims/witnesses while also providing information and resource referrals that assist victims overcome the negative impact of victimization.
 - e. Investigative Group – Detectives are responsible for conducting investigations into identified groups conducting organized criminal activity with an emphasis on violence.

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- f. Technical Assistance Group (TAG) – Detectives are responsible for investigations involving cellular technology, surveillance video/photos, surveillance equipment, and conducting other investigations as directed by the Intelligence Commander. Detectives will assist the Investigative Group and Gang Enforcement Team with technical equipment/techniques which can be deployed to assist in their investigations. TAG will be available to, and act as, a support unit for all sections of the Department.
 - g. Real-Time Crime Center (RTCC) – The RTCC provides real-time information and video to responding patrol officers before, during, or immediately after a call for service or an incident, passing vital information to patrol officers, supervisors, and investigators to improve decision making and to enhance chances of both a suspect identification/apprehension and a safe resolution. The RTCC staff is responsible for minimizing information overload and task overload.
2. The general mission of Intelligence is to gather knowledge about individuals or groups who are involved in criminal conspiracies, to understand how they function, describe their current activities, and forecast future actions they may undertake. To accomplish this, Intelligence investigates criminal activity to include, but not limited to, the following crimes:
- a. Homicide;
 - b. Kidnapping;
 - c. Burglary;
 - d. Robbery;
 - e. Arson;
 - f. Narcotics;
 - g. Extortion;
 - h. Public Official Corruption/Bribery;
 - i. Trafficking in Stolen Property; and
 - j. Any other activity deemed appropriate by the Intelligence Commander or the Police Commissioner.
3. Intelligence provides dignitary protection and conducts threat assessments for public figures, VIP's, and Department employees.
4. Monitors public demonstrations; assesses the potential for criminal activity or violence.
5. Provides technical advice and assistance to all units of this department.
6. Conducts thorough and comprehensive background checks on recruit applicants.
7. Performs other similar or related duties as assigned.
8. Monitors gang activity and documents gang members.
9. Provides terrorism awareness information from the St. Louis Fusion Center/ Terrorism Early Warning Group (SLFC/TEW) to the greater St. Louis Area via the Department website. **(46.3.1)**

B. COMMANDER

Reports directly to the Police Commissioner, keeping them informed through email or other direct communication on all matters and investigations. **(43.1.1.d)**

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C. CRIME ANALYSIS

Crime Analysis collects, collates, analyzes, and disseminates crime information and related data to the operational units of the Department. Crime Analysis identifies and analyzes methods of operation of individual criminals, recognizes patterns of criminal activity, and analyzes statistical data and incident report information.

D. REAL-TIME CRIME CENTER (RTCC)

1. The SLMPD RTCC's key philosophies are:
 - a. the accurate use and dissemination of timely crime data;
 - b. the support of intelligence-led policing;
 - c. the use of technology to collect and share data to assist in crime reduction;
 - d. to complement and enhance the SLMPD's crime fighting strategies; and
 - e. to supply services and support to all law enforcement agencies in the St. Louis Region in their efforts to reduce crime within their respective communities.
2. The RTCC will notify the Police Commissioner or their designee via email and phone about incidents where there may be a question regarding the Department's liability or those which may result in heightened community interest. [REDACTED]

[REDACTED]

E. ST. LOUIS FUSION CENTER/TERRORISM EARLY WARNING GROUP (SLFC/TEW) AND CRITICAL INFRASTRUCTURE PROTECTION AND BUFFER ZONE PROTECTION PLAN (46.3.1)

1. St. Louis Fusion Center/Terrorism Early Warning Group (SLFC/TEW)
 - a. The SLFC/TEW is a public safety partnership consisting of law enforcement, fire, public health, emergency management and private sector agencies committed to sharing and protecting information to enhance the near- and long-term preparedness capabilities of the St. Louis area for disasters both natural and deliberate.
 - b. The SLFC/TEW works with government and private organizations to identify and protect the region's critical infrastructure and key resources through the implementation of the National Infrastructure Protection Plan.
 - c. Through the SLFC/TEW, the Department maintains liaisons with other organizations such as the Missouri Information Analysis Center (MIAC), the Statewide Terrorism & Intelligence Center (STIC), the Federal Bureau of Investigation Joint Terrorism Task Force, and the Department of Homeland Security for the exchange of information relating to terrorism.
 - d. Department employees who wish to submit information to, or request information from, other fusion centers, including MIAC, should do so through the SLFC/TEW.

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- e. Department employees will report and relay terrorism-related intelligence/information to the SLFC/TEW via phone, email, or through the website.
- f. If immediate assistance is needed, the Intelligence Commander will be contacted through the RTCC.

2. Critical Infrastructure Protection (CIP) and Buffer Zone Protection Programs (BZPP)

- a. The CIP and BZPP serve to increase the preparedness capabilities of jurisdictions responsible for the safety and security of communities surrounding high-priority pre-designated Tier 1 and Tier 2 critical infrastructure and key resource (CIKR) asset

[REDACTED]

[REDACTED]

F. ALCOHOL TOBACCO AND FIREARMS TASK FORCE/GUN CRIME INTELLIGENCE CENTER (GCIC)

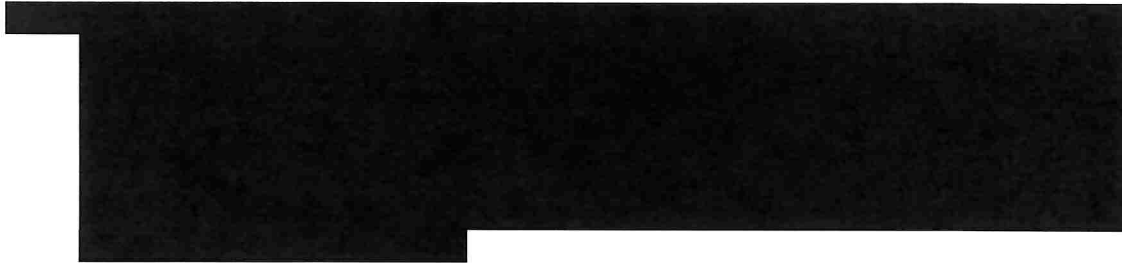
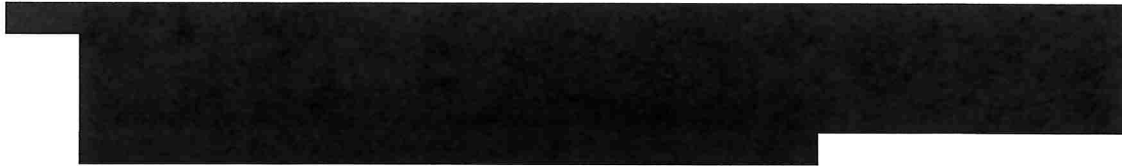
- 1. Reporting directly to the Intelligence Commander, detectives assigned to this function will work collaboratively with ATF agents.
- 2. Detectives are responsible for adopting all Department firearms cases where there is a federal violation, collecting all evidence, authoring all incident reports for prosecution, and testifying at Federal Grand Juries.
- 3. The Department, through its Laboratory – Firearms Section, participates in the ATF – NIBIN program along with other law enforcement agencies in the region.
 - a. By analyzing recovered firearms and shell casings, the resources of NIBIN can link seemingly unrelated crimes to one another both in and outside of the City of St. Louis.
 - b. In incidents where recovered firearm shell casings are positively matched to another recovered shell casing crime, a written notification linking the incidents is forwarded to the appropriate District Detectives and the GCIC (including ATF) for follow-up.
- 4. NIBIN cases often involve multiple levels of crime and Districts. It is imperative that all supervisors and investigators maintain communications with all personnel responsible for investigating each incident, even if those personnel are assigned to a different work location, in order to ensure the completion of all follow-ups and the case is properly concluded.

G. VICTIM SERVICES UNIT

- 1. Embedded within the GCIC, the unit provides victims with immediate access to advocates who understand the needs of victims/witnesses and the complex nature of trauma. Advocates can build rapport with victims/witnesses which can increase cooperation with investigations and other enforcement actions.
- 2. Advocates will open cases for victims/witnesses of all non-fatal gun violence and homicide referrals received from the Homicide Supervisor. Cases will be opened based on the review

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of the Nightly Staff Reports, Morning Summary, Intelligence Fact Sheets, and special requests from Commanders.



5. Advocates do not have investigative responsibilities in the criminal case.
6. For additional information, refer to the Victim Resources page found under the Crime Information tab on the Department website.

H. FEDERAL BUREAU OF INVESTIGATION VIOLENT CRIME TASK FORCE

1. This Task Force investigates, locates, and apprehends fugitives wanted for serious Federal, State, or local crimes. In addition, the Task Force conducts investigations pertaining to other violent offenders involved with Kidnapping, Extortions, Bank Robberies, Commercial Robberies, Crimes aboard Aircraft, Police Killings, Firearms and Drug violations, where concurrent jurisdiction exists among participating agencies.
2. Detectives assigned to this function report directly to the Intelligence Commander but are managed daily by the FBI Violent Crimes Task Force supervisor.

I. FEDERAL BUREAU OF INVESTIGATION JOINT TERRORISM TASK FORCE

1. This Task Force identifies and targets for prosecution terrorists and terrorist organizations that are planning on carrying out terrorist acts in the Eastern District of Missouri and to apprehend individuals committing such acts.
2. Detectives assigned to this function report directly to the Intelligence Commander but are managed daily by the FBI Task Force Supervisor.

J. FEDERAL BUREAU OF INVESTIGATION JOINT GANG TASK FORCE

1. This Task Force identifies and targets for prosecution street gangs and gang organizations that are planning on carrying out gang related acts (i.e. drug trafficking and racketeering) in the Eastern District of Missouri and to apprehend individuals and groups committing such acts.
2. Detectives assigned to this function report directly to the Intelligence Commander but are managed daily by the FBI Task Force Supervisor.

[REDACTED]

[REDACTED]

L. DIGNITARY PROTECTION

The Mayor's Detail reports directly to the Intelligence Commander.

M. SAFEGUARDING, SECURING, AND STORING INFORMATION (40.2.3.b)

1. Administration

Intelligence employees take primary responsibility for the intelligence function. Their responsibilities will include, but not necessarily be limited to the following:

- a. Ensuring the legality and integrity of the intelligence effort in conjunction with the data collected.
- b. Ensuring the information collected is limited to criminal conduct and is related to activities that pose a threat to the community.
- c. Gathering, analyzing, storing, and disseminating information to the proper sources pertaining to intelligence investigations and illegal activities.

2. Records Access and Storage

[REDACTED] The Intelligence Commander is responsible for maintaining the integrity of the intelligence files [REDACTED]

- b. The Intelligence office suite is always locked. Entry by personnel not assigned to Intelligence is granted with escort only.
- c. Safeguards for intelligence information files.
 - 1) The Police Commissioner will have direct access to the intelligence information contained in the criminal intelligence files.
 - 2) Distribution and/or dissemination are under the direct control of the Intelligence Commander or their designee. **(40.2.3.c)**

3. Maintenance of Records

Intelligence maintains all files regarding organized crime and other investigations in accordance with the Department's records policies, in compliance with 28 CFR Part 23, and the records retention schedule. Information will be destroyed or purged as needed. **(40.2.3.d)**