3-01/110.65 - Informant Packages

Informants shall be identified for consideration for use as an informant with the utmost care. The use of an informant can be advantageous toward criminal investigations, but may also lead to liability issues. An informant package is the primary source for documenting the informant's identity, credibility, criminal background, and the informant's work history. As applicable, the informant packages shall contain the following forms and documentation:

- Informant Activation Form (SH-AD-685);
- Current color photograph;
- Informant's criminal history (CII, NCIC, RAPS, CCHRS, DMV);
- Signed copy of the Informant Guidelines Form (SH-AD-687); and
- Fingerprint cards for defendants or other positive identification for citizen informants.

Additionally, the following items, if generated, are required to be part of the informant package:

- Arrests reports (Defendant informants only);
- Inactivation forms (SH-AD-686);
- Supplemental reports;
- Original informant payment receipts; and
- Letters of Consideration (Defendant Informants only).

Individual units may add to and clarify the documentation of informant activities by their personnel by issuing unit orders. Units may create additional tracking systems and data bases to ensure proper accounting of all informant use and activity. All unit orders shall be reviewed by their respective division chief. Unit orders may not supersede MPP sections 3-01/110.60, 3-01/100.62, 3-01/110.64, or Field Operations Directive (FOD) 00-08.

Informant Control Number

The handling unit of the investigation shall issue an informant control number to identify each informant. The unit shall use a number that is unique for that entity and enable the unit to readily determine that the active status of the informant has not expired beyond a 180-day period. Informants for narcotics cases will be registered by the Narcotics Bureau using their control number.

EXAMPLE: Informant #00-0034-1302-0600

- 00 - The calendar year the informant was first established.
- 0034 - The sequential number for the informant (sequence numbers are continuous and start anew at the beginning of each year).
- 1302 - Lakewood Station Detectives (requestor's arrest agency/unit code).
- 0600 - The month and the year that the 180-day active status expires.

The informant shall keep the same control number as long as he or she is an informant for that unit. The four digits, 180-day expiration indicator, will alert the requestor and approving supervisors of the need to update any records checks prior to continued use. The new expiration date will be assigned upon each review and

approval. The remainder of the new informant number, including the year originally issued, shall remain unchanged.