Criminal Intelligence Resources Guide

A Collection of Intelligence Information Sharing Products and Resources

June 2011

Criminal Intelligence
Resources Guide

About Global
The U.S. Department of Justice's Global Justice Information Sharing Initiative (Global) serves as a Federal Advisory Committee to the U.S. Attorney General on critical justice information sharing initiatives. Global promotes standards-based electronic information exchange to provide justice and public safety communities with timely, accurate, complete, and accessible information in a secure and trusted environment. Global is administered by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

Foreword

The U.S. Department of Justice's Global Justice Information Sharing Initiative (Global), its working groups, and partner agencies and organizations have developed many valuable resources that assist law enforcement intelligence personnel in improving agency operations and criminal intelligence sharing efforts. To centrally locate these resources so as to provide the law enforcement intelligence community with a single reference to "all things intelligence" is an ongoing challenge. As such, the *Criminal Intelligence Resources Guide* was created to address this need. While this document does not claim to be the all-encompassing guide to intelligence products, it does aim to capture a valuable representation of the intelligence-related resources available to the intelligence community. This document is considered to be a "living document," and persistent effort will be employed to continually update it as new resources are identified.

The *Criminal Intelligence Resources Guide* was prepared under the guidance of the Criminal Intelligence Coordinating Council (CICC), a Global working group, and sponsored by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). This collaborative effort of state, local, tribal, and federal government officials, via the CICC and its research arm, the Global Intelligence Working Group, provides a well-balanced approach not only to the content and organization of this document but also to the many resources detailed herein.

About the Criminal Intelligence Coordinating Council

The Criminal Intelligence Coordinating Council (CICC), established in May 2004, is made up of members representing law enforcement and homeland security agencies from all levels of government and serves as an advocate for state, local, and tribal law enforcement and their efforts to develop and share criminal intelligence for the purpose of promoting public safety and securing the nation. The CICC operates at the policy level—setting priorities, directing research, and preparing advisory recommendations to the Global Advisory Committee (GAC).

The GAC acts as the focal point for justice information sharing activities and works to provide the U.S. Attorney General and the U.S. Department of Justice (DOJ) with appropriate input from state, local, tribal, and federal agencies/associations in the ongoing pursuit of interjurisdictional and multidisciplinary justice information sharing.

Relationship to Intelligence-Led Policing

The goals of the *Criminal Intelligence Resources Guide* and intelligence-led policing (ILP) are very similar, in that both ILP and the *Criminal Intelligence Resources Guide* seek to provide law enforcement with the ability to strategize and take a targeted approach to crime control while focusing on the identification, analysis, and management of persisting and developing problems. ILP implementation results in better allocation of resources, saving money, crime prevention rather than reaction, and use of technology and well-defined business processes.

The CICC believes that the *Criminal Intelligence Resources Guide* will be a valuable asset to law enforcement agencies that engage in ILP by providing them with a single document of well-organized products and resources that benefit the intelligence community and the institutionalization of ILP.

How to Use This Guide

The *Criminal Intelligence Resources Guide* focuses on intelligence products available to law enforcement officials. This guide contains a listing of available products and a brief summary of what each product entails.

The guide is broken down into the following categories:

- ◆ Analysts
- ◆ Fusion Centers
  - ◆ Policy
  - ◆ Training and Technical Assistance (*specific to fusion centers*)
  - ◆ Technology
- ◆ Gangs
- ◆ General Intelligence
- ◆ Nationwide SAR Initiative (NSI)
- ◆ Privacy
- ◆ Security
- ◆ Training (other than fusion center training)

Documents are sorted alphabetically under each category and are available electronically via the hyperlinked title. To access a document electronically, click on the title of the document or copy the Web address (underneath the document title) and then paste it into your browser's address bar. Hard copies may also be obtained by completing the order form (included on page vi) and submitting it online, by e-mail, or by fax.

Access to Copies of Resources Contained in This Guide

Electronic Copy Access

For an electronic copy of any of the resources detailed in this guide, please click on the title of the document in which you are interested and you will be taken to the copy available online. You may print out as many copies as you need.

Hard-Copy Access

For hard copies of any of the resources detailed in this guide, please complete the enclosed form and e-mail it to information@ncirc.gov.

Intelligence Resources Request Form

	Document Name	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Shipping Information:

Name: _____

Title: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Additional Shipping Notes: _____

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Send to:

E-mail: information@ncirc.gov

Fax: (850) 422-3529

Mail: IIR/Information Sharing
Post Office Box 12729
Tallahassee, FL 32317

Table of Contents

Analysts

Analyst Toolbox

http://it.ojp.gov/docdownloader.aspx?ddid=1284

Provides intelligence analysts with information on the tools
they need to effectively and efficiently perform their duties and
produce useful intelligence products. The tools examined in
this document represent the basic toolbox that the intelligence
analyst will need to provide the vital intelligence service
expected in today's law enforcement environment.
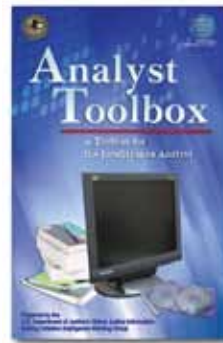
Common Competencies for State, Local, and Tribal Intelligence Analysts

http://it.ojp.gov/docdownloader.aspx?ddid=1296

Identifies common analytic competencies that should be
exhibited by state, local, and tribal intelligence analysts
working in state or major urban area fusion centers or similar
analytic law enforcement entities. These competencies are
essential for analysts to effectively perform their job duties
and are required in their unique operating environments.
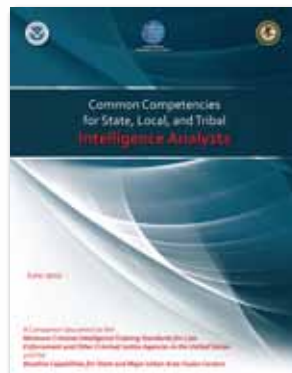
Law Enforcement Analyst Certification Standards

http://it.ojp.gov/documents/law_enforcement_analyst
_certification_standards.pdf

Assists in instituting standards for the intelligence analysis
process to ensure that intelligence products are accurate, timely,
factual, and relevant, while also recommending implementation
of policy and/or action(s). The certification standards incorporate
the *Law Enforcement Analytic Standards*, developed by the
International Association of Law Enforcement Intelligence
Analysts (IALEIA) with support from the Global Intelligence
Working Group (GIWG). This booklet contains 25 recommended
analytic standards. The first 7 standards relate to analysts
or those who fill the analytic function. These standards refer
to education, training, professionalism, and certification. The
remaining standards relate to analytical products and processes.

Law Enforcement Analytic Standards

http://it.ojp.gov/documents/law_enforcement_analytic
_standards.pdf

Consists of 25 standards that explain the requirements of agencies to adopt the minimum standards for intelligence-led policing in order to support the development of sound, professional, and analytical products (intelligence). Included are educational standards and intelligence process standards, as well as testimony, data-source attribution, and feedback standards.

Fusion Centers

Policy

Baseline Capabilities for State and Major Urban Area Fusion Centers

http://it.ojp.gov/docdownloader.aspx?ddid=1051

Identifies the baseline capabilities for fusion centers and the operational standards necessary to achieve each of the capabilities. It is an addendum to the U.S. Department of Justice's (DOJ) Global Justice Information Sharing Initiative's (Global) *Fusion Center Guidelines*, which provide guidance to ensure that fusion centers are established and operated consistently across the country. Using the *Fusion Center Guidelines*, as well as identified best practices, federal, state, and local officials identified the capabilities and standards necessary for a fusion center to be considered capable of performing basic functions.

Critical Infrastructure and Key Resources (CIKR): Protection Capabilities for Fusion Centers

http://it.ojp.gov/docdownloader.aspx?ddid=1136

Identifies the capabilities necessary for fusion centers to establish a critical infrastructure and key resources (CIKR) protection analytic capability that supports infrastructure security activities at the state and local levels. It also provides guidance for those fusion centers that have chosen to support Critical Infrastructure Protection (CIP) activities; outlines the additional capabilities fusion centers should achieve in order to effectively integrate CIKR activities into their analysis and information/intelligence sharing processes; and identifies how centers should support risk-reduction efforts taken by federal, state, local, and private sector partners. Finally, this document provides the federal, state, local, and private sector officials responsible for protecting CIKR with an overview of the value in working with their local fusion centers and how they can better integrate their CIP-related activities with the efforts of those fusion centers.
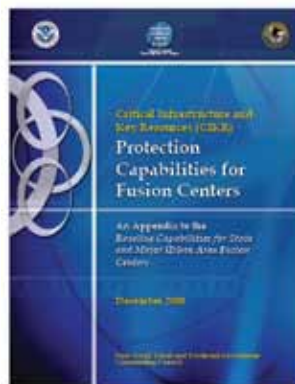
Fire Service Integration for Fusion Centers

http://it.ojp.gov/docdownloader.aspx?ddid=1244

Identifies recommended actions and guidance for state and major urban area fusion centers (fusion centers) to effectively integrate the fire service into the fusion process. Within the context of this document, the fire service is defined as including fire and emergency operations, emergency medical service operations, rescue operations, hazardous materials operations, fire prevention/protection, fire investigation, incident management, and responder safety. The document is an appendix to the U.S. Department of Justice's (DOJ) Global Justice Information Sharing Initiative's (Global) *Baseline Capabilities for State and Major Urban Area Fusion Centers*.

Fusion Center Guidelines: Law Enforcement Intelligence, Public Safety, and the Private Sector

***Also available online as a resource CD**

http://it.ojp.gov/documents/fusion_center _guidelines.pdf

Developed to ensure that fusion centers are established and operated consistently, resulting in enhanced coordination efforts, strengthened partnerships, and improved crime-fighting and anti-terrorism capabilities. The guidelines and related materials will provide assistance to centers as they prioritize and address threats posed in their specific jurisdictions for all crime types, including terrorism.

Training and Technical Assistance

Fusion Process Technical Assistance Program and Services

http://www.ise.gov/docs/misc/fusionprocesstechassistance .pdf

To facilitate the development of a national fusion center capability, the U.S. Department of Homeland Security's (DHS) Protection and National Preparedness (PNP) and the U.S. Department of Justice's (DOJ) Bureau of Justice Assistance (BJA) partnered in 2007 to develop the Fusion Process Technical Assistance Program. The Fusion Process Technical Assistance Program consists of the following components: fusion process technical assistance services, the Fusion Center Exchange Program, fusion center fellowship programs, online fusion process resources, and other specialized fusion process support services. Further, in an effort to accelerate the implementation of baseline capabilities within all state and urban area fusion centers, DHS and DOJ have partnered to develop 15 targeted fusion process technical assistance services found in this catalog.

Technology

Defining Fusion Center Technology Business Processes: A Tool for Planning

http://it.ojp.gov/docdownloader.aspx?ddid=1118

Provides a tool to fusion center directors/managers to assist with understanding and implementing the fundamental business requirements of their centers and planning the underlying components for each of the business processes a particular fusion center is or will be undertaking (e.g., SAR process, training, statewide incident analysis). It is essential that each center fully define its business processes before attempting to purchase or develop technology to handle those processes. If processes are not clearly defined, the technology will drive the business processes rather than the business processes driving the technology.

Fusion Center Technology Guide

http://it.ojp.gov/docdownloader.aspx?ddid=1283

Provides a methodology for fusion center directors and managers that can be used to facilitate technology planning and to provide a practical perspective on the value of technology as an enabler of the fusion center mission. Fusion center directors and managers can use the document to aid in the development and implementation of technology within their fusion centers to achieve their missions.

Fusion Center Technology Resources Road Map

http://it.ojp.gov/documents/Fusion_Center _Resources_Road_Map.pdf

Provides fusion center leaders—in particular, senior technology managers—with guidance on how information, technology infrastructure, applications, performance metrics, and business processes align with the core business capabilities of a fusion center. Leaders can use this document to assist in formulating a strategic technology vision and plan for their centers and to support sound investment and technology selection decisions within such a plan.
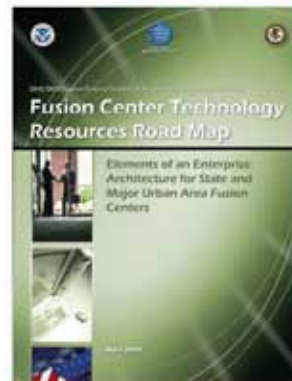
Gangs

Guidelines for Establishing and Operating Gang Intelligence Units and Task Forces

http://it.ojp.gov/docdownloader.aspx?ddid=1058

Provides guidance to agencies seeking to establish and operate gang task forces or gang intelligence units within their jurisdictions or to those agencies that participate in gang task forces. This document was developed by the Gang Intelligence Strategy Committee (GISC), under the U.S. Department of Justice's Global Justice Information Sharing Initiative's Intelligence Working Group. The GISC—composed of federal, state, local, and tribal law enforcement; justice; and corrections representatives—is tasked with improving gang-related information sharing.
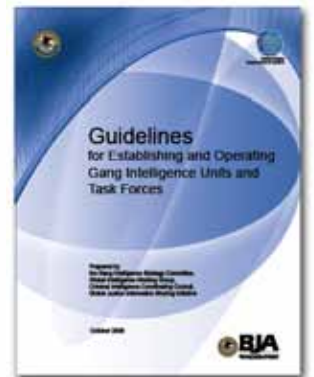
General Intelligence

Web site: www.it.ojp.gov/global

10 Simple Steps to Help Your Agency Become a Part of the National Criminal Intelligence Sharing Plan

http://it.ojp.gov/documents/Ten_Steps.pdf

Provides valuable guidance towards systematically sharing law enforcement information among federal, state, local, and tribal law enforcement agencies—large or small—using ten succinct steps to information sharing success.
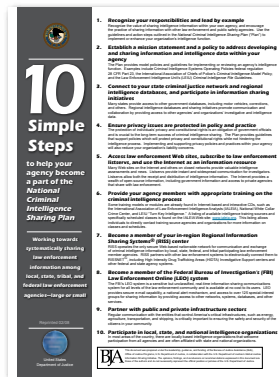
Interagency Threat Assessment and Coordination Group (ITACG) Intelligence Guide for First Responders

http://www.ise.gov/sites/default/files/ITACG
_Guide_2ed.pdf

Designed to assist state, local, and tribal law enforcement and firefighting, homeland security, and appropriate private sector personnel in accessing and understanding federal counterterrorism, homeland security, and weapons of mass destruction intelligence reporting. Most of the information contained in this guide was compiled, derived, and adapted from existing intelligence community and open source references.
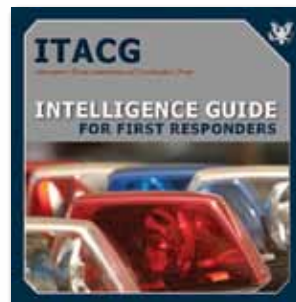
Law Enforcement Intelligence: A Guide for State, Local, and Tribal Law Enforcement Agencies, Second Edition

http://it.ojp.gov/docdownloader.aspx?ddid=1133

Describes changes (since the publication of the first edition) in the philosophy, national standards, and practice of law enforcement intelligence, while maintaining the core goal of being a primer on "all things intelligence" for the law enforcement community. The guide is intended to support policy in law enforcement agencies and seeks to objectively provide the best knowledge and practice of law enforcement intelligence at the time of publication. It is not intended to be an academic work, nor does it look at theoretical issues or arguments. It is not directed as a guide to the intelligence community except to explain the roles, responsibilities, and restrictions of the intelligence community's
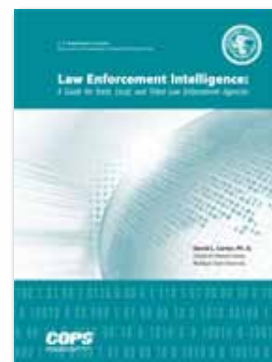
state, local, and tribal law enforcement partners.

National Criminal Intelligence Sharing Plan (NCISP)

http://it.ojp.gov/documents/NCISP_Plan.pdf

> **Also available online as an *overview CD* (*http://it.ojp.gov/documents/ncisp/*)*

> **Also available – *Executive Summary* (*http://it.ojp.gov/documents/NCISP _executive_summary.pdf*)*

Provides a blueprint to help agencies establish criminal intelligence sharing policies, procedures, standards, technologies, and training. Implementation of the NCISP will provide law enforcement agencies with the ability to gather, analyze, protect, and share information and intelligence to identify, investigate, prevent, deter, and defeat the perpetrators of criminal and terrorist activities, both domestically and internationally.
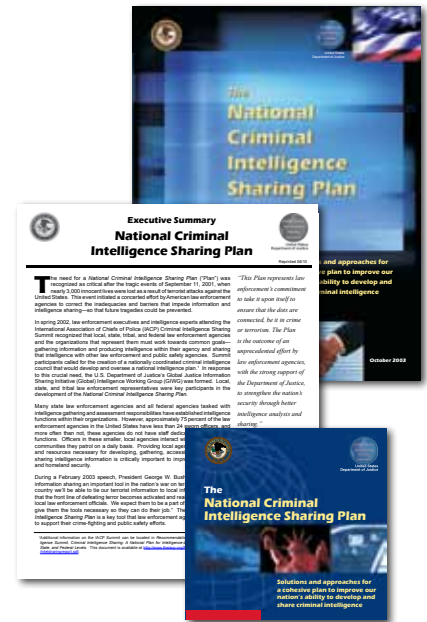
Navigating Your Agency's Path to Intelligence-Led Policing

http://it.ojp.gov/docdownloader.aspx?ddid=1082

Serves as an overview for implementing the intelligence-led policing (ILP) framework within a law enforcement agency and provides insight regarding the challenges of ILP implementation. The ILP approach is a process for enhancing law enforcement agency effectiveness. It also provides an organizational approach to gather and use many sources of information and intelligence to make timely and targeted strategic, operational, and tactical decisions, thereby enhancing law enforcement effectiveness. Law enforcement executives can use this document as a resource to assist in the successful implementation of the ILP framework within their agencies.
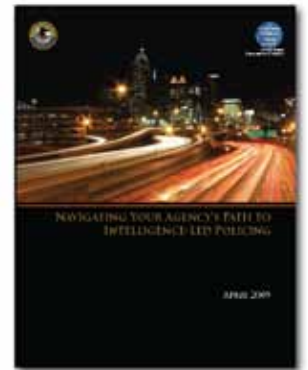
Why Law Enforcement Agencies Need an Analytical Function

http://it.ojp.gov/documents/analysts_9_steps.pdf

Delivers nine convincing reasons why the analytical function is so important to law enforcement agencies.
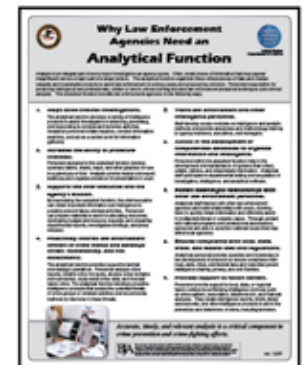
Nationwide SAR Initiative (NSI)

Web site: http://nsi.ncirc.gov

Findings and Recommendations of the Suspicious Activity Report (SAR) Support and Implementation Project

http://it.ojp.gov/documents/SAR_Report
_October_2008.pdf

Describes the all-crimes approach to the gathering, processing, reporting, analyzing, and sharing of suspicious activity by local police agencies. This report and its recommendations are important for establishing national guidelines that will allow for the timely sharing of SAR information; however, it is understood that every jurisdiction will have to develop policies and procedures that take into account the unique circumstances and relationships within that community. These recommendations are intended to be used by law enforcement agencies to improve the identification and reporting of suspicious activity and the sharing of that information with fusion centers and Joint Terrorism Task Forces (JTTFs).

ISE-SAR Functional Standard, Version 1.5 (ISE-FS-200)

http://www.ise.gov/docs/ctiss/ISE-FS-200_ISE-SAR
_Functional_Standard_V1_5_Issued_2009.pdf

Builds upon, consolidates, and standardizes nationwide aspects of those ISE-relevant activities already occurring at the federal, state, and local levels with respect to the processing, sharing, and use of suspicious activity information.
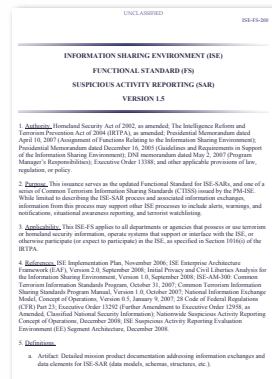
Final Report: Information Sharing Environment (ISE)—Suspicious Activity Reporting (SAR) Evaluation Environment

Provides lessons learned, best practices, and implementation steps identified during the ISE-SAR Evaluation Environment that can be utilized while implementing the NSI.

Nationwide Suspicious Activity Reporting Initiative Concept of Operations

http://nsi.ncirc.gov/documents/NSI_CONOPS_Version_1_FINAL_2008-12-11_r4.pdf

Provides a common understanding of the NSI process so that implementation activities can be planned, executed, and measured.
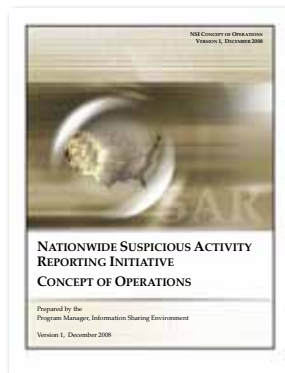
Suspicious Activity Reporting Process Implementation Checklist

http://it.ojp.gov/docdownloader.aspx?ddid=1147

A companion document to the *Findings and Recommendations of the Suspicious Activity Report (SAR) Support and Implementation Project*; assists chief executives and senior leadership in implementing a SAR process within their agencies. Using this checklist in developing an internal SAR process will aid agencies in their crime prevention efforts and help successfully incorporate state, local, and tribal agencies into the nationwide SAR process.

Suspicious Activity Reporting Line Officer Training

http://nsi.ncirc.gov/SARLOT

Assists law enforcement line officers in understanding what kinds of suspicious behaviors are associated with pre-incident terrorism activities; documenting and reporting suspicious activity; and protecting privacy, civil rights, and civil liberties when documenting information. This training also provides information about integrating the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) into an agency's operations.

Privacy

Fusion Center Privacy Policy Development: Privacy, Civil Rights, and Civil Liberties Policy Template

http://it.ojp.gov/docdownloader.aspx?ddid=1269

Assists fusion center personnel in developing a center privacy policy related to the information, intelligence, and suspicious activity report (SAR) information the center collects, receives, maintains, archives, accesses, and discloses to center personnel, governmental agencies, Information Sharing Environment (ISE) participants, and other participating criminal justice and public safety agencies, as well as to private contractors and the general public. Provisions contained in this template will help centers comply with requirements of the DHS Homeland Security Grant Program Guidance, the ISE Privacy Guidelines, and the Nationwide Suspicious Activity Reporting (SAR) Initiative.

The Importance of Privacy, Civil Rights, and Civil Liberties Protections in American Law Enforcement and Public Safety training video

http://www.ncirc.gov/privacylineofficer/

Assists local, state, and tribal law enforcement line officers in understanding their role in the protection of privacy, civil rights, and civil liberties as they perform their everyday duties. The short video provides an introductory overview of what privacy, civil rights, and civil liberties protections are; examples of these protections; and the important function line officers have in upholding these protections.

Privacy, Civil Rights, and Civil Liberties Compliance Verification for the Intelligence Enterprise

http://it.ojp.gov/docdownloader.aspx?ddid=1285

Assists agencies in determining whether they are in compliance with applicable privacy-related policies, procedures, rules, and guidelines. The document includes a suggested methodology for conducting the review of an agency's intelligence enterprise and identifies the high-liability areas of concern that should be included when performing the review.
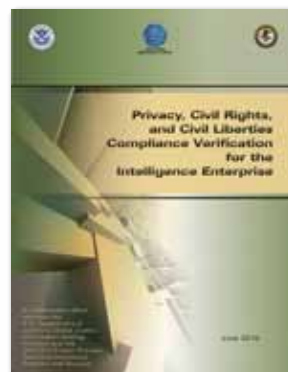
Security

Electronic Questionnaires for Investigations Processing (e-QIP)

Designed to facilitate the processing of standard investigative forms used when conducting background investigations. e-QIP allows the user to electronically enter, update, and transmit personal investigative data to a requesting agency over a secure Internet connection. The requesting agency will then review and approve the investigative data. This brochure details exactly what a user needs to know about the e-QIP system, from technical requirements through entering and certifying data.

Personnel Security Frequently Asked Questions

Serves as an informative resource for U.S. Department of Homeland Security personnel on matters pertaining to security. The basic Q&A format covers security clearances, background investigations, adjudication, forms, visit requests, and permanent certification.

State & Local Clearance Process

Details how an individual can be nominated for a security clearance. It outlines the forms that need to be completed for a formal nomination and the notification procedure for both acceptance and denial.

User's Responsibility Guide: Secure Terminal Equipment (STE); QSEC – 2700 Secure Cellular Phone

Educates U.S. Department of Homeland Security personnel on how to place and receive classified phone calls. This responsibility guide has been developed for informational purposes only. Readers are advised to consult their local standard operating procedures prior to placing or receiving classified calls. Local security officers are available to answer further questions.

Training

Common Competencies for State, Local, and Tribal Intelligence Analysts

http://it.ojp.gov/docdownloader.aspx?ddid=1296

Identifies common analytic competencies that should be exhibited by state, local, and tribal intelligence analysts working in state or major urban area fusion centers or similar analytic law enforcement entities. These competencies are essential for analysts to effectively perform their job duties and are required in their unique operating environments.

Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States

http://it.ojp.gov/documents/min_crim_intel_stand.pdf

Provides perspective and guidance for the development and delivery of law enforcement intelligence training. This document explains the recommended development of minimum training standards for all affected levels of law enforcement personnel, including core training objectives in six areas: General Law Enforcement Officer, Law Enforcement Executive, Intelligence Manager, Intelligence Officer/Collector, Intelligence Analyst, and Train-the-Trainer. The goals in developing the standards were to identify specific training topics and issues for each level of personnel involved in the intelligence process, to make specific recommendations for training objectives and the delivery of training, and to work with relevant agencies and groups to develop model curricula.
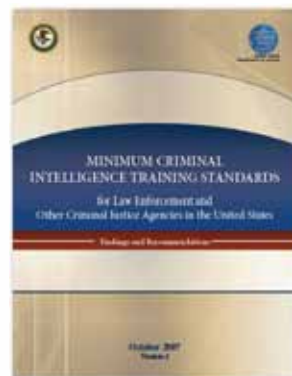
Appendix A – Intelligence and Information Sharing Web Sites

American Correctional Association (ACA)
www.aca.org

American Probation and Parole Association (APPA)
www.appa-net.org

Bureau of Justice Assistance (BJA)
www.ojp.usdoj.gov/bja

Criminal Intelligence Coordinating Council (CICC)
www.it.ojp.gov/CICC

Dru Sjodin National Sex Offender Public Website (NSOPW)
www.nsopw.gov

Executive Office for United States Attorneys (EOUSA)
www.justice.gov/usao

Federal Bureau of Investigation (FBI)
www.fbi.gov

Gang Resistance Education And Training (G.R.E.A.T.)
www.great-online.org

Global Justice Information Sharing Initiative (Global)
www.it.ojp.gov/global

International Association of Chiefs of Police (IACP)
www.theiacp.org

INTERPOL
www.interpol.int

Justice Information Sharing Web Site
www.it.ojp.gov

Major Cities Chiefs Association
www.majorcitieschiefs.org

National Center for State Courts (NCSC)
www.ncsc.org

National Criminal Intelligence Resource Center (NCIRC)
www.ncirc.gov

National Criminal Justice Association (NCJA)
www.ncja.org

National Gang Center (NGC)
www.nationalgangcenter.gov

National Information Exchange Model (NIEM)
www.niem.gov

National Institute of Justice (NIJ)
www.ojp.usdoj.gov/nij

National Sheriffs' Association (NSA)
www.sheriffs.org

Nationwide Suspicious Activity Reporting (SAR) **Initiative—Program Management Office** (NSI PMO)
http://nsi.ncirc.gov

Nlets—The International Justice and Public Safety Network
www.nlets.org

Office of Community Oriented Policing Services (COPS)
www.cops.usdoj.gov

Office of the Director of National Inteligence (DNI)
www.dni.gov

Office of the Program Manager, Information Sharing Environment (PM-ISE)
www.ise.gov

Regional Information Sharing Systems®
www.riss.net

SEARCH, The National Consortium for Justice Information and Statistics
www.search.org

State and Local Anti-Terrorism Training (SLATT®)
www.slatt.org

United States Central Intelligence Agency (CIA)
www.cia.gov

United States Department of Homeland Security (DHS)
www.dhs.gov

United States Department of Justice (DOJ)
www.usdoj.gov