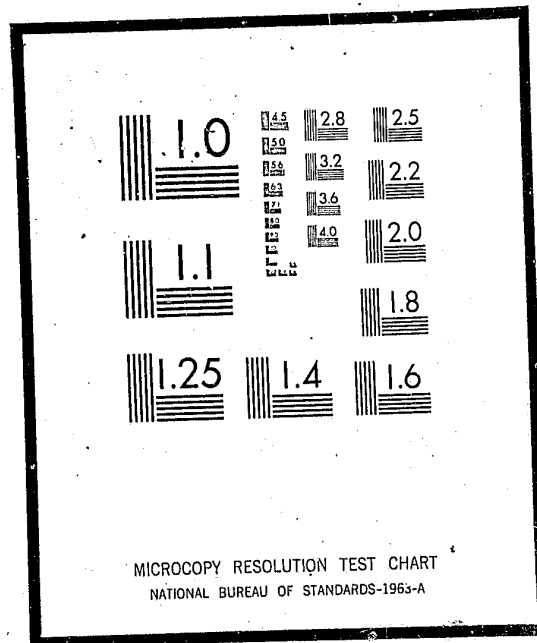


NCJRS

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

5/12/76

Date filmed

STATE OF NEW MEXICO
GOVERNOR'S ORGANIZED CRIME PREVENTION COMMISSION
STATEWIDE ORGANIZED CRIME INTELLIGENCE UNIT
DISCRETIONARY GRANT NO. 73-DF-06-0017

PLAN FOR INTELLIGENCE COLLECTION, FILING AND DISSEMINATION

This memorandum, which is submitted in compliance with the special conditions applicable to this grant, will provide supplemental detailed information regarding the plan for intelligence collection, filing and dissemination of the Organized Crime Intelligence Unit. This plan covers the methodology presently employed and briefly discusses some planned additions and refinements necessary as the Intelligence Unit develops and the amount of data increases. The system will be discussed by three major topic areas, namely, collection, filing and dissemination.

COLLECTION

It is believed that the corner-stone of the entire intelligence system is the collection, evaluation and input of data. The intelligence function is directly dependent on the quantity and quality of the information collected. Accordingly, major emphasis is being placed on the collection process. The collection procedures utilized are as follows:

1. Civilian criminal investigators have been hired and an agent from the New Mexico State Police has been permanently detailed and detectives from the Albuquerque Police Department and the Bernalillo County Sheriff's Office have been detailed on an as-needed basis for varying periods of time. The major functions of these investigative personnel are: a). To establish liaison and coordination with certain

29061

assigned city, county, state and federal law enforcement agencies to collect and encourage the self-initiated input of intelligence data; b). To be responsible for and knowledgeable of activities and conditions in a specified geographical quadrant of the State; c). To develop expertise and knowledge of a specified type of criminal activity, such as drugs and white collar crime, and to become familiar with all of the major individuals and organizations in that particular criminal specialty; d). To conduct in-depth investigations of assigned individual and/or organization targets.

2. All investigative personnel also gather intelligence data by the following means: a). Development of overt and covert sources of information; b). Investigations, independently or in cooperation with other agencies, which utilize such techniques as undercover operations, surveillance, interviews and interrogations and the use of informers; c). Public sources such as newspapers, periodicals, books, land records, trial records, legislative hearings, University research, county clerk records, etc.; d). Other sources such as financial records (chattel mortgages, mortgages, liens), bonding companies, banks, insurance companies, telephone company and other such organizations; e). Files and records of regulatory agencies; f). Liaison and coordination contacts with other law enforcement agencies.

3. The development of an Organized Crime Intelligence Committee consisting of 15 Sheriffs and Chiefs of Police who are representative of the various geographical areas and size of departments throughout New Mexico. The New Mexico head of one Federal agency also serves on

this Committee. The Federal participation will be rotated among the various Federal agencies to maximize their input. This Committee serves as a discussion group and sounding board for the exchange of information and the resolution of law enforcement problems and as a vehicle to increase coordination and cooperation. The members of the Committee also serve as points of contact for and representatives of the Organized Crime Intelligence Unit in their geographic areas.

4. Liaison and coordination has been established with drug abuse research and treatment groups, Indian jewelry dealer associations, law enforcement agencies of other states, Chamber of Commerce and other business organizations, civic and service organizations and the press and public.

5. Compilation and distribution of a directory of the individual point of contact in each law enforcement agency for the exchange of drug information. Such a directory is also planned for general organized crime intelligence.

6. A narcotic arrest and/or intelligence form has been developed and is in use at the present time. This form requires detailed arrest and intelligence data on drug defendants or suspects and is submitted by the local departments to the Organized Crime Intelligence Unit for collation, filing and analysis. Other questionnaires and forms will be utilized as required in special situations.

7. Special studies of major areas of concern such as a recently completed study of the horseracing industry in New Mexico and a study of the incidence of drug abuse and the type of drug enforcement in

in a major New Mexico city.

8. Utilization of a pool of contract employees with specialized areas of investigative skills such as accounting, drug enforcement, statistics, electronics, research analysis, etc.

The combined input activities of all the participating agencies, the members of the Organized Crime Intelligence Committee, outside organizations, the public and the investigative personnel of the Intelligence Unit should insure comprehensive and thorough collection of intelligence data.

FILING

The filing system is intended to provide for the quick retrieval of data or information relating to an individual subject, a criminal organization, a type of criminal activity, a geographical area and, at a later date, of phone numbers, auto licenses, hangouts and perhaps other subjects.

The present system consists of a main index of 3x5 cards which lists the individual's name, aliases and organization if known. It is planned to add to each card for each major suspected criminal, additional identifying data such as date of birth, address, fingerprint classification, F.B.I. number, major criminal activity or speciality and perhaps other identifying data. On each index card are listed, in order of receipt, all file references to the subject by file number and serial number within that file. Index cards are also prepared by subject, such as drug treatment, regulatory agencies, etc., by Criminal activity, such as corruption, drug trafficking, etc. and by the names of legitimate organizations and individuals with whom the Intelligence Unit has had contact or correspondence. All of the later index cards are also referenced to the files.

The files are divided into two major categories, administrative and operational. The administrative files begin with the number one, ie, Office Supplies is File 1-101. All administrative matters such as accounting, budget, personnel, etc. and all correspondence and other material of a non-intelligence nature is maintained in the "1" files.

The intelligence files are maintained by separate classification numbers for each type of crime. For example, labor racketeering is number 2, gambling is number 3, narcotic and drugs is number 4 and so on. Within the files for each criminal activity, the first file which is numbered 100 is the general file for that activity, e.g., 4-100 would be the narcotic and drugs general file. Every other file in each criminal category is also numbered and would be the file for an individual, a criminal organization or a particular activity or study within that criminal speciality. Examples are 4-101 is Air Traffic in Drugs, 4-151 is a Drug Abuse Incidence Study, etc.

Each communication, memo or report which goes into a file will be serialized in sequence. As an illustration, the first item which is filed in Air Traffic in Drugs is referred to as "4-101-1". This serial number is noted on the index card at the time of indexing and filing.

Provision is made for exhibits relating to a particular file. These exhibits are maintained in a Sub-file which immediately follows the main file and is entitled "4-101-1 (Sub A)".

In addition to the main files by criminal activity, there are maintained geographic files by County into which xerox copies of memoranda,

reports and other documents which contain references to that area are placed. In this connection, it should be noted that xerox copies of documents are often filed in more than one file to aid in the analysis process.

Special files are also maintained relating to extremely sensitive matters, corruption, major drug traffickers, major fences for stolen property and preparation for public hearings and for the annual report to the Governor and the Legislature.

For each major criminal suspect, there is maintained a profile sheet which reflects the subjects name, aliases, address, description, date of birth, S.S. number, L.E.I.U. number, F.B.I. number, driver's license number, known or suspected criminal activity, associates, business connections, hangouts, vehicles, photographs and other pertinent data. These profile sheets are cross indexed and maintained alphabetically for immediate reference.

DISSEMINATION

Compilation of intelligence data, its collation, filing and analysis serves no purpose unless the information is disseminated to the organization or individual who is the potential user. These users can be police agencies, prosecutors, the law enforcement planners, the Governor or the Legislature. However this dissemination involves more than the mere preparation and distribution of reports. It involves the evaluation of the data, decisions as to the validity of the data, development of working hypotheses, re-evaluation of the hypotheses in light of additional data, establishing conclusions, preparing the reports, deciding who should

be the recipients and the actual distribution with certain controls on the information.

Much of the dissemination to be made by the Organized Crime Intelligence Unit is mandated by the statute which created this Commission (NMSA Sections 39-9-1 through 39-9-11). The statute requires: that this Commission make to the Governor and the Legislature an annual report which assesses and evaluates the activities of organized crime, develops a comprehensive plan for its control and recommend programs to combat organized crime; keep the public informed as to the operation of organized crime and the problems of criminal law enforcement as they relate thereto; and cooperate with and exchange information with law enforcement agencies of New Mexico, the Federal government and other states.

Accordingly, many of the major assessment reports and special criminal activity and conditions reports are required by law and the Intelligence Unit has and will meet those responsibilities. In addition, there is a day-to-day intelligence exchange and dissemination with the various law enforcement agencies with problems of mutual interest. Special situation reports are also prepared for various officials and agencies on an as-needed basis. A Statewide Intelligence bulletin is also in the formative stage and should be distributed shortly. Of course, information of great urgency is communicated immediately telephonically.

All dissemination is subject to the following controls:

1. No dissemination is made without the approval of the Executive Director or Assistant Director.
2. No dissemination except to agencies authorized by statute.
3. No dissemination without sanitizing the files to avoid compromising sources.

4. No dissemination of other agency information without that agency's approval.
5. Information disseminated contains evaluation as to validity and reliability.
6. Information is restricted to law enforcement agencies for law enforcement purposes only or to legislative or executive agencies permitted by statute.
7. Annual report and other public reports contain analyses without identification of individuals unless names are in public documents or sources.

END