	POLICY & PROCEDURE	SERIES # **723**	PAGE 1 OF 7
	SUBJECT **MANAGING INFORMANTS**		EFFECTIVE DATE **10/29/2020**
			OVERSIGHT **Investigations**
	DISTRIBUTION **ALL MANUALS**	AMENDS/SUPERSEDES/CANCELS P&P #723 dated 04/17/14.	

I. PURPOSE:

The purpose of this policy is to establish guidelines for the management of informants by Division personnel.

II. POLICY:

The Hampton Police Division shall collect, evaluate, and develop information in a systematic manner by means of an informant file.

III. PROCEDURE:

A. The management of informants shall be the responsibility of the Investigative Services Branch Commander. The Investigative Services Branch Commander shall have the authority to delegate any administrative tasks associated with the management of Informants.

B. It shall be the responsibility of the Informant Manager to ensure that records are maintained on the utilization of informants and the expenditure of funds in connection with such utilization.

C. [redacted] INVEST TECHNIQUES [redacted]

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APPROVED:
CHIEF OF POLICE

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D. Payments to informants will be authorized by the Investigative Services Branch Commander or his designee(s) and will be made in accordance with the following procedures:

1. <u>These general guidelines will be applicable to the informant money process</u>:

a. The Commanders of the Investigative Units will be responsible for authorizing all informant money requests.

b. The Fiscal Support Unit will be responsible for monitoring and controlling the informant fund.

c. The Commander of Professional Standards will be responsible for auditing and accountability.

d. The Investigative Unit Commanders will be responsible for conducting a quarterly audit of informant funds for their respective units. Additionally, periodic unannounced inspections will be carried out by the Unit Commanders. Once the audit is completed, a memorandum will be submitted to the Branch Commander detailing the findings of the audit.

e. The Chief of Police will establish fund limits.

1) A specific amount limit will be established that specifies the amount each Investigative Supervisor can draw per request. INVEST TECHNIQUES
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2) Any request above the established limit must be approved by the Chief of Police prior to distribution.

f. The Informant Fund expenditures will be monitored constantly, reviewed by the Fiscal Management Section as each allotment is liquidated and audited by Professional Standards quarterly.

2. The request and utilization of funds:

a. The request for informant funds must be submitted in writing to Fiscal Management from the Branch Commander of Investigative Services.

b. An Investigative Services Supervisor (sergeant or above) will be assigned responsibility for controlling the money.

c. The Investigative Services Supervisor will report all expenditures on an Informant Fund Supervisor's Summary.

d. The Investigative Services Supervisor will issue money to investigators for his/her unit as appropriate. Investigators will be responsible for reporting the use of funds, summarizing expenditures on an Investigator's Fund Log.

Note: If an investigator obtains funds from a supervisor of another unit he will report the amount and purpose to his supervisor as soon as possible.

e. Each expenditure will be recorded by completing a separate Investigator's Expenditure Log. One form shall be used for each transaction. It will be forwarded to the "issuing" supervisor as soon as possible, but no later than the conclusion of the officer's tour of duty. (Exceptions to this requirement must be approved by the supervisor.) This form will contain the following information:

1) Investigator's name
2) Check number associated with the cash
3) Date and amount received
4) Name of the supervisor from which the money was received
5) Associated case number
6) Informant's code number
7) Property tag number, if applicable
8) Location of the investigation
9) Description of information, evidence or service (see below Definitions)
10) Signatures of the primary and secondary officers and the supervisor
11) Total amount expended and any return of money to the supervisor.

f. A copy of the Investigator's Expenditure Log will be forwarded to the Informant Manager by the supervisor as soon as possible.

Definitions for types of expenditures:

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g. Informant funds may only be expended with the prior approval of the supervisor issuing the informants funds. INVEST
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h. Before a new request can be made for additional informant funds, the first check must be liquidated by Fiscal Management.

Once that is completed, a request for additional funding can be made by the Unit Commanders.

i. If after one year, the informant funds have not been depleted, the Investigative Supervisor must liquidate their funds. Additional funds can be requested after Fiscal Support has verified the paperwork submitted.

j. At liquidation, the Investigative Supervisor will submit The Informant Fund Supervisor's Summary, the Investigators Fund Log, and Investigators Expenditure Log to his commander for review and signature. The Commander will forward the originals to Fiscal Management and a copy to the Investigative Services Branch Commander and the Informant Manager for analysis and records keeping.

k. Fiscal Management will maintain the original completed forms for a period of two years from liquidation.

3. Professional Standards and Inspections requirements:

The Professional Standards Commander will ensure that the request, issuing, utilization and disposition of informant funds are accomplished in accordance with current Division Policies.

4. Fiscal Management Requirements:

a. Fiscal Management, when receiving a request for funds from Investigative Services, will prepare an Authorization for Payment and forward the authorization to City Finance.

b. When the money is available, the Investigative Services Supervisor will be contacted to pick up and sign for the money.

c. When the money has been used, the Investigative Services Supervisor will submit an Informant Fund Supervisors Summary and all associated Investigator's Fund Logs and Investigators Expenditure Log for review.

d. All requests for funds and their dispositions will be maintained on a Fiscal Management master log.

e. Each time a request for additional funds is received Fiscal Management will audit the last fund request to ensure compliance with existing Division procedures.

E. The Informant File is established for the purpose of developing information and utilizing informants. If this information system is to succeed, we must recognize certain important factors:

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F. In order to ensure confidentiality, the Informant File shall be maintained under strict security with controlled access.

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K. The SIU Commander will develop and utilize a checklist for a monthly review of the informant File. The review should identify such things as: excessive expenditures by any one investigator or excessive payments to any one informant. Discrepancies or questionable issues should be identified and resolved expeditiously. The SIU Commander shall forward a copy of the monthly review of the informant file to the Investigative Services Branch Commander.

Redaction Date: 9/28/2022 3:40:43 PM

Redaction Log

Total Number of Redactions in Document: 12

Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1
2	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
4	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
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6	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
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7	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
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Redaction Log

Redaction Reasons by Exemption

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		4(1) 6(1) 7(1)
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