



Interagency Gang Enforcement Team



**WASHINGTON COUNTY  
INTERAGENCY GANG ENFORCEMENT TEAM  
OPERATIONS MANUAL**

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### **COMPOSITION OF THE TEAM**

The Washington County Interagency Gang Enforcement Team is an interagency unit comprised of law enforcement officers from multiple Washington County jurisdictions, currently including members of the Beaverton and Hillsboro police departments and the Washington County Sheriff's Office.

### **Our Mission**

The mission of the Washington County Interagency Gang Enforcement Team is to provide law enforcement agencies in Washington County with information and analysis to help protect the public and suppress gang related criminal activity.

The following acronyms are used in the Oregon Administrative Rules and in this manual.

|        |                                                     |
|--------|-----------------------------------------------------|
| IGET   | - Interagency Gang Enforcement Team                 |
| IGETS  | - Interagency Gang Enforcement Team Supervisor      |
| IGETP  | - Interagency Gang Enforcement Team Personnel       |
| IGETI  | - Interagency Gang Enforcement Team Investigator(s) |
| IGETSS | - Interagency Gang Enforcement Team Support Staff   |
| CIU    | - Criminal Intelligence Unit                        |

### **ORGANIZATION**

|        |                                                                                                                                                                                                                                                                                                                                                                                |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IGETS  | The IGET Supervisor is an Investigations Sergeant employed by one of the IGET member agencies. The IGETS reports to an Investigations Commander (or the equivalent) via an Investigations Lieutenant. The IGETS communicates <sup>1</sup> directly with a designated patrol or investigations lieutenant at member agencies to keep the agencies appraised of IGET activities. |
| IGETP  | IGET Personnel are certified law enforcement officers who have met the minimum requirements to apply for IGET and have been selected by their agency to represent their agencies involvement on IGET.                                                                                                                                                                          |
| IGETSS | IGET Support Staff are administrative specialists who may be assigned to assist the IGETS and IGETP with administrative duties. The purpose if the IGETSS is complete tasks that help free up the IGETS and IGETP to concentrate specifically on the IGET Mission.                                                                                                             |

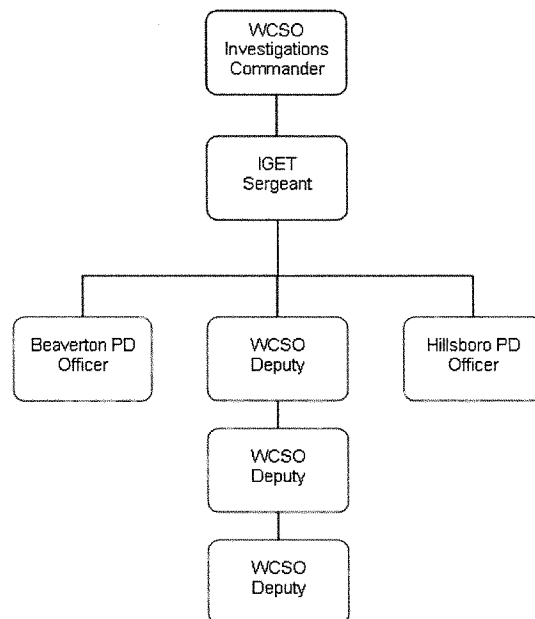
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<sup>1</sup> Communications include verbal, telephonic, face-to-face and written communication via memo, e-mail, or other published materials.

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### CHAIN OF COMMAND

The Investigations Commander of the Sheriff's Office is the command officer of the IGET. The chain of command for all members is depicted below.



### EQUIPMENT

#### Vehicles

IGETP assigned to IGET full time should be given an agency car to drive. It is suggested that the vehicle be either unmarked or marked and identified as a Gang Enforcement vehicle. IGETP are asked to assist outside agencies on occasion and it is important for the vehicles to blend into the jurisdiction of deployment. The parent agency will determine if the vehicle will be assigned as a primary or take home vehicle.

#### Uniforms

IGETP wear uniforms that clearly identify their role as gang enforcement officers. The standard IGET uniform is the black class B uniform. This uniform is supplemented by the agency shoulder patches of the represented agency and a Gang Enforcement rocker. The agency badge and the officer's last name should be stitched or sewn onto the uniform. It is acceptable for the Gang Enforcement rocker to be stitched onto the uniform in place of the rocker patch. During the warmer months a substitute shirt is a tactical polo with GANG TEAM screen printed on the back with the agency badge and officer name sewn and embroidered on the front. A photo is available from the Sheriff's Office along with the uniform specifications.

#### Call-Out Attire

In the event of call-out from home to a gang related investigation, every attempt to wear the standard IGET uniform will be made. However, there are times when the standard uniform will

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be unavailable. In the event that the use of the standard IGET uniform is not an option IGETP will be allowed to wear attire consistent with their departments detective's call-out attire policy.

### **Firearms**

IGETP will use their agency issued primary firearm. IGETP will attend firearms training at their parent agency, per parent agency policy.

### **Support Firearms**

Some IGETP have the ability to deploy support firearms. Those firearms are AR 15 rifles or UMB carbines, which may be individually assigned to IGETP. Support firearms are IGET assets owned by the Washington County Sheriff's Office. IGETP who have support firearms must qualify with those firearms annually.

### **Cameras**

IGETP should be equipped with a department issued digital camera. In the event that it is a hardship for the parent agency to issue a digital camera, IGET has several cameras available for assignment. Maintenance and care of digital cameras will follow the policies of the issuing agency.

### **Digital Recorders**

Digital recorders are the preferred medium for recording interviews and suspect interrogations. IGET currently has two digital recorders available for assignment. IGETP who are issued digital recorders from their parent agency will follow the policy for use from their parent agency.

### **Computers**

IGET functions as an intelligence gathering team and is assigned to an off-site location. Due to the nature of the work and the sensitivity of the information collected and stored, IGET investigators will utilize computers supplied and maintained by the Washington County Sheriff's Office and Washington County Information Technology Services.

### **Investigation Fund**

The IGETS is the custodian of a confidential investigative funds account. Allowable expenses include, but are not limited to, the purchase of information, rental of vehicles or equipment, and other such emergency or investigative expenses that may be necessary to support an investigation as approved by a supervisor. Non-emergency expenses should be paid via County purchasing card, employee expense reimbursement, petty cash reimbursement, or other approved methods.

Each investigator who uses funds from a confidential investigative cash account must maintain a ledger of their transactions. Line item expenses shall include the related case number and a description of the activity. Expenditures for narcotics evidence or information will be documented on a form approved by the IGET commander.

## **TRAINING PROGRAM**

### **Purpose**

New investigators are assigned to the (IGET) for a specific duration, so there is an ongoing need to have an established training program in place. IGET investigators are expected to learn their role as IGET investigators and become experts on gang activity and gang enforcement,

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and this requires each agency to contribute to specialized training for the members it contributes to the team.

### **Initial Orientation Training**

The purpose of initial training is to orient new investigators to the team's organization and operations so they can assimilate their new role as quickly as possible. A full orientation also assures that each new investigator has a working understanding of the computer systems and a clear understanding of criminal intelligence procedures and the full range of duties of an IGET Investigator.

Tenured investigators with good communication skills will be assigned to train new members for the first few weeks of their assignment. IGET members are not new recruits, so there is no requirement that the trainers be certified field training officers in their home agency. Initial orientation training for IGET members will last four weeks with a two week extension if necessary. Orientation training will include riding with at least two IGET investigators

The training process and progress will be documented on the IGET Orientation Training Checklist. The completed checklist will be maintained in the member's official training file with their home agency. Upon completion of initial training, the IGETS will submit a roster to DPSST for "IGET orientation" to be entered on the member's official training history.

### **Required Training During the First Year**

- **Criminal Intelligence Training**  
Guidelines for law enforcement agencies that operate multi-jurisdictional criminal intelligence systems are outlined in 28 Code of Federal Regulations Part 23. The course OCIN/28 CFR Part 23 is required to be completed by each member prior to accessing the IGET criminal intelligence database.
- **Basic Gangs 101**  
This course is held locally periodically. This is a week long course with introductory information on all different gang sets, gang culture, criminal law, and officer survival.
- **California Gang Investigator**  
This is held in the summer in Anaheim, California. Topics vary from year to year, but the instructors are among the best in the nation.
- **DEA Basic School**  
This is held periodically in various places in Oregon. DEA Basic School is a two week course with emphasis on pharmaceuticals, surveillance, Federal and State law, interviewing, planning, and informant handling. Several case studies are presented during this course

### **Advanced Training Recommended as Soon as Available**

- **MCTC Criminal Street Gang Identification and Interdiction**  
Taught by Lou Savelli, a retired NYPD Gang Team Sergeant, this 24-hour training course covers black gangs, Latino gangs, gang interviewing, officer survival, and more.
- **Undercover Techniques and Surveillance (MCTC)**  
This is a week-long course includes surveillance, officer safety, case studies and law.

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- **Department of Justice Conference**  
This annual course hosted by the Oregon Department of Justice combines DOJ, DOC, and police agencies from around the state. This course includes updates of gang activity by Oregon law enforcement gang enforcement teams. Courses often include prison gangs and their growing threat, regional gang trends, counterfeit and piracy and gangs, OSIN Training, Criminal law update, and search and seizure law updates.
- **Street Gang Subculture**  
This one-day course addresses awareness, recognition and response to gang violence. This course touches on gang subculture, gang member's mentality, gang influences, gang prevention, and gang identification.

## GATHERING GANG INTELLIGENCE INFORMATION

A major role of the IGET is to gather intelligence to help law enforcement identify, track, and locate members of criminal street gangs, their locations and activities. The intelligence will be used to target gang members to make arrests, suppress criminal activity, and enhance public safety. The following definitions are provided as context for operations of the Washington County IGET and will be used when gathering criminal intelligence information.

### Gang Set Documentation

A gang or gang set is a gang or faction of a larger gang whose members conspire to commit criminal acts. A gang set consists of three or more members who work together under a common color, allegiance, ideology, or other commonality **AND** commit or conspire to commit crimes to benefit the organization. A gang or gang set must announce their intentions or there must be reasonable suspicion to suspect the organization is, has, or is going to commit criminal acts in order to document an organization as a criminal street gang. Documentation of an organized criminal street gang **MUST** comply with both State and Federal law.

### Gang Member DOC

A member of a criminal street gang is identified by the subject either planning, committing, or attempting to commit a criminal act to benefit the organization, or by identifying other factors that leads the investigator to reasonably suspect that the subject is a member of the criminal street gang. All gang member documentation must meet basic criteria and be supported by narrative documenting facts that would lead a reasonable person to suspect that the person is a member of the criminal street gang they are being associated with.

## INTELLIGENCE FILES

The Oregon Administrative Rules for IGET organizations provide structure for operations. The following rules are referenced with context added for Washington County's IGET.

### Public Access 137-090-0040

(1) The IGET will comply with the Oregon Public Records law in responding to public requests for information to the extent that the law allows and to the degree the materials requested are not classified according to defined restrictions on dissemination.

(2) The IGET will comply with the "Third Agency Rule." Reports and other investigative material and information received by the IGET shall remain the property of the originating agency, but

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may, subject to consideration of official need, be retained by the IGET. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given thereto except, with the consent of the investigative agency concerned, to other departments and agencies on a right to know, need-to-know basis. This policy also applies to individuals, groups or organizations requesting specific records or material under the Freedom of Information Act or Oregon Public Records Law.

(3) The originating agency shall determine whether the investigative report, material or other information may be released to the requestor, or whether the requestor should be referred to that agency for disposition of the case. In any case, the decision by the originating agency shall not be contested by the IGET.

### **Definition of Reasonable Grounds 137-090-0050**

As used in these rules, reasonable grounds means reasonable suspicion. Reasonable suspicion is suspicion that is reasonable under the totality of the circumstances. It is less than probable cause and more than mere suspicion.

### **Definition of Criminal Intelligence File 137-090-0060**

A criminal intelligence file consists of stored information on the activities and associations of:

(1) Individuals who:

(a) Based upon reasonable suspicion are suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, or commission of criminal acts; or

(b) Based upon reasonable suspicion are suspected of being or having been involved in criminal activities with known or suspected crime figures.

(2) Organizations, businesses, and groups which:

(a) Based upon reasonable suspicion are suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, or commission of criminal acts; or

(b) Based upon reasonable suspicion are suspected of being or having been illegally operated, controlled, financed, or infiltrated by known or suspected crime figures.

### **File Content 137-090-0070**

Only information meeting the IGET criteria for file input will be stored in the criminal intelligence files. No information will be collected or maintained about the political, religious, racial, or social views, sexual orientation, associations or activities of any individual, group, association, organization, corporation, business or partnership unless such information directly relates to an investigation of criminal activities, and there are reasonable grounds to suspect the subject of the information is, or may be, involved in criminal conduct.

### **File Categories 137-090-0080**

All information to be retained in the criminal intelligence files must meet the stated guidelines for file definition and content. Information will only be retained in one of three file categories as set forth below:

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### (1) Working File:

(a) The working file is the receiving phase of newly acquired raw data. The IGET staff review the new materials for its acceptability to the IGET criminal intelligence system.

(b) Retention Period: The retention period is thirty working days during which effort is made to determine the value of the raw data and its acceptability to the IGET criminal intelligence system.

### (2) Temporary File:

(a) The temporary file includes individuals, groups, businesses, and organizations which have not been positively identified by one or more distinguishing characteristics, or whose criminal involvement is questionable;

(b) Individuals, groups, and organizations are given temporary file status only in the following situations:

(A) The subject is unidentifiable because there are no physical descriptors, identification numbers, or distinguishing characteristics available; and

(B) The subject's involvement in criminal or gang activities is questionable; and

(C) The subject has a history of criminal or gang conduct, and the circumstances afford him an opportunity to again become active; and/or

(D) The reliability of the information source and/or the validity of the information content cannot be determined at the time of receipt; and

(E) The information appears to be significant and merits temporary storage.

(c) Retention Period: The retention period is one year during which time effort is made to secure additional data verification. If the information still remains in the temporary file at the end of one year with no update information added, and no information is available, the information is purged and destroyed.

### (3) Permanent File:

(a) This file includes individuals, groups, businesses, and organizations which have been positively identified by one or more distinguishing characteristics and criminal involvement;

(b) Retention Period: The retention period is five years after which the information is evaluated for its file acceptability.

### **Information Input 137-090-0090**

Information to be stored in the IGET criminal intelligence file must first undergo a review for relevancy and an evaluation for source reliability and information validity prior to filing:

(1) Relevancy Review: Incoming information is reviewed by the IGETS, or a designee of the IGET, to determine its relevancy to the CIU's mission.

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(2) Source Reliability: The term, source, relates to the individual, group, or organization providing the information to the IGET. Source reliability will be determined according to the criteria set forth in Table 1.

### SOURCE RELIABILITY

| CLASS | LEVEL            | DESCRIPTION                                                                                                                             |
|-------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| A     | Reliable         | The reliability of this source is unquestioned or has been well tested in the past                                                      |
| B     | Usually Reliable | The source, for the most part, has been credible in the past; the majority of past information provided has proven to be reliable       |
| C     | Unreliable       | Source's information and credibility cannot be relied upon as factual and is sporadic at best                                           |
| D     | Unknown          | Source's reliability cannot be judged at this time. Source's credibility has not been determined by either experience or investigation. |

Table 1

(3) Information Validity: The term, information, relates to written, oral, and/or pictorial materials provided to the IGET by the individual, group, or organization. Information validity will be determined according to the criteria set forth in Table 2.

### INFORMATION VALIDITY

| CLASS | LEVEL            | DESCRIPTION                                         |
|-------|------------------|-----------------------------------------------------|
| 1     | Confirmed        | The information has been corroborated.              |
| 2     | Probable         | The information is consistent with past accounts.   |
| 3     | Doubtful         | The information is inconsistent with past accounts. |
| 4     | Cannot be Judged | The information cannot be evaluated at this time.   |

Table 2

(4) IGETP will not designate a group as a gang affiliate unless they fit the following definition(s):

(a) A gang is an ongoing organization, association or group of three or more persons, whether formal or informal, which has a purpose the commission of violent, street or drug-related crimes. The criminal activities may include robbery; homicide or manslaughter; the sale or possession of controlled substances; shooting at occupied dwellings, cars or persons believed to belong to rival gangs; arson; witness intimidation; extortion; assault; or any pattern of street crimes facilitated by efforts of gang members. A criminal gang also has one or more of the following characteristic:

Commits, or conspires to commit, crimes against individuals or groups based on race, color, religion, sexual preference, national origin, or rival gang association;  
Uses a gang name, a common identifying sign or symbol, or has an identifiable leadership role;

Claims a neighborhood and/or other geographical territory; or

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Whose members wear distinctive types of clothing, exhibit distinctive appearance, or communicate in a peculiar or unique style.

(5) Individuals may be identified as affiliated with a gang as defined above when a combination of the following are documented:

- (a) An individual admits or asserts affiliation with a gang to law enforcement;
- (b) An individual has participated in a criminal gang initiation ritual or ceremony.
- (c) An individual displays clothes, jewelry, hand signs and/or tattoos unique to gang affiliation (clothing color alone is not sufficient for designation);
- (d) Any law enforcement agency has identified an individual as affiliated with a gang;
- (e) An individual announces that they are willing to commit crimes or make other sacrifices for the criminal gang.
- (f) An individual frequently associates with know gang affiliates.
- (g) An individual displays knowledge of the gang's history, leadership, activities, or rituals in a context that clearly indicates affiliation with the criminal gang.

### **Information Classification 137-090-0100**

(1) General: In order to protect sources, investigations and individual rights to privacy, information retained in the IGET criminal intelligence file is classified to indicate the degree to which it must be kept secure. Many documents received by the IGET have classifications assigned to them by the senders. In such cases, IGET personnel must take care to review and to assign levels of security classification not below that given by senders. The classification of criminal intelligence information is subject to continual change. The passage of time, the conclusion of investigations, and other factors may affect the security classification assigned to particular documents. Documents within the intelligence files should be reviewed on an ongoing basis to ascertain whether a higher or lesser degree of document security is required and to insure that information is released only when and if appropriate.

(2) Classification: Criminal intelligence information is classified according to the following system:

(a) Sensitive:

(A) The classification, sensitive, is assigned by the contributor agency or by the IGETP in consultation with the IGETS and is given only to documents which relate to:

- (i) Information pertaining to significant law enforcement cases currently under investigation;
- (ii) Public Corruption;

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- (iii) Informant identification information;
- (iv) Criminal intelligence reports, which require strict dissemination and release criteria;
- (v) Documents which have been designated sensitive by another law enforcement agency;
- (vi) A document bearing this classification cannot be disseminated without the approval of the contributor agency. When the IGETP is the contributor agency, a document bearing this classification cannot be disseminated without the approval of the IGETS or Sheriff/Chiefs.

### (b) Confidential:

- (A) The classification of "confidential" is assigned by the contributor agency, IGETP or the IGETS and is given to the following documents:
  - (i) Criminal intelligence reports which are not designated sensitive;
  - (ii) Information obtained through intelligence unit channels which is not classified sensitive and is for law enforcement intelligence use only;
  - (iii) Documents which describe ongoing investigatory projects and open investigations;
  - (iv) Documents which describe law enforcement strategies and techniques;
  - (v) Documents which have been designated confidential by another law enforcement agency.
- (B) A document bearing this classification can be released with the approval of the contributor agency.

### (c) Restricted:

- (A) The classification, restricted, is assigned by the contributor agency IGET or the IGETS and is given to documents of general use in the Criminal Intelligence channels such as reports that at an earlier date were classified sensitive or confidential and the need for high level security no longer exists or non-confidential information prepared for/by law enforcement agencies;
- (B) A document bearing this classification can be released for general law enforcement use with the approval of the IGETS or the IGETP.

(d) Unclassified: The classification, unclassified, is assigned by the IGET and is used to identify documents of a public nature. Examples of unclassified materials include non-news related information to which, in its original form, the general public had direct access (i.e., birth and death certificates, corporation papers, etc.) and news media information such as newspapers, magazine and periodical clippings dealing with specified criminal categories;

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### **Information Contributions 137-090-0110**

To the extent possible, all criminal intelligence maintained in the IGET files must display the names and agencies providing the information. When anonymity is requested by a contributor, a contributor code number may be used. All contributor code numbers will be provided and retained by the IGETS. When a contributor's name identification is difficult to obtain, it will suffice to describe the contributor in general terms. All information obtained from the public domain will be identified by document name, date and page number. In addition to identifying the source, the manner in which the source obtained the information is described.

### **Quality Control 137-090-0120**

Information stored in the IGET criminal intelligence file will undergo a review by the IGETS, or a designee of the IGETS, for compliance with the law and with the standards, policies, and procedures of this chapter before its entry into the file. The Washington County Counsel shall provide legal oversight and advice to IGET personnel in all matters involving the criminal intelligence file to insure compliance with federal and state law.

### **Dissemination 137-090-0130**

Criminal intelligence information is disseminated only to personnel of criminal justice agencies and only on a "right to know" authority and "need to know" responsibility.

#### **(1) Definitions:**

(a) "Right to know": Requester agency has official capacity and statutory authority to the information being requested.

(b) "Need to know": Requested information is pertinent and necessary to the requester agency in initiating, furthering, or completing an investigation.

#### **(2) Control:**

(a) It is the policy of the IGET to account for date, nature and purpose of all disclosures of criminal intelligence by the IGET. The accounting includes names, title, and agency of the person or agency to whom the disclosure is made, what was disclosed and the name, if any, of the person making the disclosure. Disclosures are made in accordance with the security classification designated by the contributor agency, and the contributor agency shall be notified of all disclosures.

(b) The accounting required by (2) (a) of this rule will be electronically completed every time criminal intelligence is accessed

(c) All disclosures of criminal intelligence are logged and the records of the disclosures are retained for the life of disclosed documents.

(3) Unauthorized Access: The person requesting and receiving criminal intelligence is solely responsible for the security of that information. Any person possessing the disseminated criminal intelligence other than the original requester, except as provided in section (4) of this rule, is deemed to have unauthorized access.

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(4) Unauthorized Dissemination: No Sheriff's Office/city employee requesting and receiving IGET criminal intelligence will allow access to this information by other individuals except at meetings or during shared project assignments in which the subject of the criminal intelligence is being used and all the participants in these meetings and/or projects meet the dissemination criteria of this chapter.

(5) Dissemination Restriction: Any person accessing IGET criminal intelligence shall disseminate that information only to law enforcement authorities who shall agree to follow procedures regarding information receipt, maintenance, security, and dissemination which are consistent with these rules. This provision shall not limit the dissemination of an assessment of criminal intelligence information to a government official or to any other individual, when necessary, to avoid imminent danger to life or property.

(6) Dissemination Table: Table 3 sets forth the classification level, dissemination criteria and release authority for information stored in IGET files.

### AUDIT FORM INFORMATION

| BLOCK               | INFORMATION                                                        |
|---------------------|--------------------------------------------------------------------|
| Date                | The date of removal from the file.                                 |
| Agency / Individual | To whom the item of information was released.                      |
| Purpose             | A brief statement as to how the item of information is to be used. |
| Information         | The page number and the paragraph(s) that were utilized            |
| Staff               | The IGET staff member who made the release.                        |

*Table 3*

### Security 137-090-0140

Because security and protection of the materials in the criminal intelligence file is of utmost importance, the following procedures shall be observed:

(1) Policy: All IGET employees shall be thoroughly familiar with access and dissemination policies of this chapter. All other persons authorized to access criminal intelligence information as provided in these rules shall agree to follow procedures regarding information access, security, and dissemination which are consistent with these rules.

(2) Access: Direct access to the IGET criminal intelligence files is limited to IGETS, IGETP, other assigned IGET staff and personnel of criminal justice agencies as approved by the IGETS.

### File Review and Inspection 137-090-0150

All information in the criminal intelligence file is subject to review at any time by the IGETS.

### Purging 137-090-0160

All information in the Criminal Intelligence file is eventually removed and destroyed. Its removal and destruction is in accordance with the following purge and destruction criteria:

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(1) Purging Constraints: All file material selected for purging and destruction will only be removed and destroyed when it meets the requirements of these rules.

(2) Purge Criteria: Information is only purged when it is:

- (a) No longer useful;
- (b) No longer relevant;
- (c) Invalid;
- (d) Inaccurate;
- (e) Beyond retention period;
- (f) Unverifiable; or
- (g) Inconsistent with mission.

(3) Purging Process: The first step for determining which documents in file require purging begins with their selection according to purge criteria as described in section (2) of this rule.

(4) Process for Retention: When the IGETP wishes to retain information which has been recommended for purge, he/she must substantiate his/her reasons for retention to the IGETS. Final decision on retention is made by the IGET commander or their designee. In matters of great exception, the final decision will be made by the Sheriff/Chiefs.

(5) Retention Period: Any information ordered retained will be placed in the permanent section of the central file for a new retention period of five years from date of re-entry.

### **Removal 137-090-0170**

Material purged from the criminal intelligence file shall be removed by the IGETS. Removal will be accomplished electronically consistent with statutes and rules relating to destruction of public records.

### **File Integrity Officer 137-090-0180**

The IGETS will be the Criminal Intelligence File Integrity Officer. In this capacity, the IGETS is responsible for the content of all intelligence files in the IGET and for their compliance with these rules.

### **File Room Requirements 137-090-0190**

(1) The IGET shall utilize effective and technologically advanced computer software and hardware designs to prevent unauthorized access to information contained in the IGET criminal intelligence files.

(2) The IGETS shall restrict access to IGET facilities, operating environment and documentation to organizations and personnel authorized by these rules. Only authorized IGET personnel will be assigned keys or access cards.

(3) The IGETS shall institute procedures to protect criminal intelligence information from unauthorized access, theft, sabotage, fire, flood, or other natural or manmade disaster.

### **File Index Number System 137-090-0200**

(1) General Information:

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(a) The IGET criminal intelligence files are indexed accordingly by using assigned case numbers in numerical order.

(2) Issuance of Case Numbers: IGET case numbers will include:

- (a) The year the file was established
- (b) "G" which denotes an adult IGET Intelligence file
- (c) File numbers will begin with "001" running in sequence throughout the calendar year
- (d) Example: 02G-001

### **Statement of Understanding 137-090-0220**

All law enforcement and support staff who are assigned to the IGET shall read these rules and sign an understanding of such. All persons authorized to access criminal intelligence information as provided in these rules shall agree to follow procedures regarding information receipt, maintenance, security, and dissemination which are consistent with these rules.

### **Transition Procedures 137-090-0225**

The handling of "hard-copy" criminal intelligence information submitted to the IGET prior to the effective date of these amended rules shall be governed by the provisions of former OAR Chapter 137, Division 90, adopted in September 1989. Once the information has been entered into the electronic database in compliance with these amended rules, adopted on August 8, 2000, the hard copy files may be purged and destroyed.

## **TRAINING FOR THE PUBLIC**

Each IGET investigator is expected to participate in presentations that are educational and informational for school teachers and administrators, parents, community groups and other government entities. Presentation can be made to specific groups or businesses if a request is made through the IGETS. All requests will be evaluated on a case-by-case basis.

## **RESPONSE TO MEMBER AND NON-MEMBER AGENCY CRIMINAL ACTS**

### **Mutual Aid**

Requests for mutual aid will follow the Intergovernmental Agreement for Mutual Aid, Mutual Assistance, and Interagency Cooperation Among Law Enforcement Agencies Located in Washington County.

### **Member Agencies**

IGET will provide assistance in the form of intelligence sharing and/or investigative resources upon request from partner law enforcement agencies. Such requests must be made through the IGETS and IGET resources will continue to be available until no longer needed or the conclusion of the investigation. When possible the maximum requested resources will be offered to member agencies.

### **Non-Member Agencies**

IGET will provide assistance in the form of intelligence sharing and/or investigative resources upon request from non-member law enforcement agencies. Such requests must be made through the IGETS. IGET personnel and investigative resources will be given on a temporary basis and in most cases will end at the conclusion of the scene investigation. Ongoing assistance such as intelligence and information sharing will be made available upon request.

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### **Requests from Jurisdictions Outside Washington County**

All requests for IGET assistance must be made through the IGETS. If a law enforcement agency outside of Washington County requests assistance from IGET through IGETP, the IGETS must be notified immediately. The IGETS will evaluate all requests and determine if the request for assistance can be supported. It will be the goal of the IGETS to honor all requests for assistance within reason. Requests for assistance that are not specifically related to the duties of gang enforcement, gang intelligence, or gang suppression will be handled pursuant to mutual aid agreements.

### **ANNUAL REVIEW OF POLICIES AND PROCEDURES**

The IGET supervisor will perform an annual review of all IGET policies and procedures to ensure compliance with new law, case law, and best practices for criminal intelligence gathering and other operational areas. The IGETS will confirm the review and make any recommendations for updates to the IGET Commander in writing.

### **REPORTING**

The IGETS will periodically report to the IGET Commander on all aspects of operations at least annually by January 31 of each year. The report should include updates on staffing, budget, operations, major equipment, and any challenges, issues or major accomplishments of the team for the prior calendar year.

APPROVED:

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Commander Marva Eberhard  
Washington County Interagency Gang Enforcement Team

Dated: April 2, 2010