



<b>Policy Name:</b>	<b>INTELLIGENCE SHARING</b>		
<b>Policy #:</b>	AD 9.20	<b>Last Updated:</b>	2022-01-27
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

AD 9.2 *ACIIS*

AD 9.16 *ViCLAS*

**1. PURPOSE**

1.1. To ensure cooperation and coordination between the Surrey Police Service (SPS) and other law enforcement agencies in the investigation, collection, analysis, exchange, and disclosure of criminal intelligence.

**2. SCOPE**

2.1. This policy applies to all SPS Members.

**3. POLICY**

3.1. The SPS Intelligence Unit is responsible for:

- i. information and intelligence gathering, retention, security, analysis, disclosure, and disposal;
- ii. ensuring the legality and integrity of the intelligence analysis process and the intelligence gathered, which includes:
  - a. procedures for ensuring the information collected is limited to criminal conduct and related activities that present a safety threat to the community;
  - b. procedures for the use of intelligence personnel, equipment, and techniques;
  - c. complying with the *Freedom Of Information and Protection of Privacy Act (FOIPPA)*;
  - d. descriptions of the types or quality of information and intelligence that may be included in the system; and
  - e. methods for purging out-of-date information; and

- iii. ensuring cooperation and coordination between other law enforcement agencies in the investigation, collection, analysis, and dissemination of criminal intelligence.

3.2. SPS will maintain a formal liaison, embedded within the Intelligence Unit, with appropriate federal, provincial, and local agencies to provide for:

- i. the exchange of intelligence and information; and
- ii. the co-ordination of efforts between SPS's intelligence function and other agencies having similar responsibilities.

#### **4. PROCEDURE**

4.1. The Intelligence Unit is responsible for:

- i. promoting cooperation and coordination between other law enforcement agencies in the investigation, collection, analysis and dissemination of criminal intelligence;
- ii. identifying and maintain current profile information on active criminals in Surrey;
- iii. researching, coordinating and developing Operational Plans for subsequent follow-up investigations;
- iv. compiling, analyzing and disseminating information on emerging crime trends;
- v. maintaining a liaison with the Combined Forces Special Enforcement Unit and Intelligence and Gang Sections from other jurisdictions;
- vi. regularly attending frontline policing briefings for the purpose sharing information and updating Members;
- vii. administering and maintaining Human Source and intelligence files in accordance with SPS policies;
- viii. administering and maintaining Crime Stoppers tips;
- ix. conducting investigative tasks as required by the Investigative Services Bureau; and
- x. conducting a yearly review of intelligence files and purging out-of-date information.

4.2. The Manager, Information and Privacy Unit is responsible for ensuring that inter-agency Memorandums of Understanding and procedures for information and intelligence sharing comply with FOIPPA.

## **APPENDIX A: DEFINITIONS**

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Information” means raw data of any type that is lacking context or analysis.

“Intelligence” means information which has been given added value or significance and been evaluated in context to its source and reliability. Intelligence analysis is about the collecting and use of information, evaluating it to process it into intelligence, and then analyzing that intelligence to produce products to support informed decision making.

## **APPENDIX B: REFERENCES**

BC Provincial Policing Standards s.5.3 *Inter-agency Cooperation and Coordination*

*Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165