



GENERAL ORDERS		NO: 14-05
IMPOUNDED VEHICLES		
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EFFECTIVE DATE: 06/19/1993	AMMENDMENT DATE: 10/07/2014	

Impounded Vehicles

The contents of all vehicles will be inventories before they are turned over to a towing company for impound. A inventory sheet must be filled out and signed by the Officer conducting the inventory. The following guidelines will assist you when conducting such inventories:

1. The interior passenger compartment of the vehicle;
2. The trunk, glove compartment, console, and any containers found in the auto during the inventory;
 - a. If the above items are locked, Officers should make an attempt to obtain the keys from the owner, passenger, etc.
 - b. The above listed items should not be opened if to so would damage them unless:
 1. The Officer reasonably suspects they contain weapons, explosives, hazardous materials, perishables, or;
 2. Contents are in plain view or;
 3. Contents may be inferred from the outward appearance of the container, eg., container physically designed to hold a particular contraband or evidence, or;
 4. The Officer has consent of the owner to open the container.



Vehicle Inventory Sheet

Date: _____

Officer: _____

Plate Number: _____

State: _____

Make: _____

Style: _____

Any cash found in the vehicle Yes () No ()

If Yes, Quantity: _____

Location Found: _____

Other items removed from vehicle Yes () No ()

If Yes, Items removed: _____

Items brought to: _____

Notes: _____

Officer's signature _____



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1. PURPOSE

In some instances, a successful investigation cannot be conducted without the use of confidential informants (CIs). While the use of CIs can be an effective tool, it can be undermined by misconduct of the CI or improper management by the handler. The purpose of this policy is to provide protocols for the control and use of CIs.

2. POLICY

It is the policy of the Malone Village Police Department to take necessary precautions when utilizing CIs by developing sound informant control procedures.

3. DEFINITIONS

Confidential Informants (CI): an individual requiring anonymity who provides useful information, directed assistance, or both, that enhances criminal investigations and furthers the mission of the agency, usually in exchange for financial or other consideration.

Confidential Informant File: File maintained to document all information that pertains to a CI.

Unreliable Informant File: File containing information pertaining to an individual who has failed at following an established written CI agreement and has been determined to be generally unfit to serve as a CI.

Compelling Public Interest: For the purposes of this policy. Situations in which failure to act would result or likely result in loss of life, serious injury or have some negative consequences for persons, property, or public safety and therefore demand action.

Handler: The officer primarily responsible for supervision and management of a CI.

4. PROCEDURES

Initial Suitability Determination

An officer requesting use of an individual as a CI shall complete an initial suitability report. The report shall be submitted to the Chief of Police for review for potential selection as a CI. The report shall include sufficient detail regarding the risks and benefits of using the individual so that a sound determination can be made. The following information shall be addressed in the report, where applicable:

- A. Age, sex, and residence.
- B. Employment status or occupation.
- C. Extent to which potential information, associations or other assistance could benefit a present or future investigation.
- D. Relationship with the target of an investigation.
- E. Motivation in providing information or assistance.
- F. Prior record as a witness.
- G. Criminal history, to include whether he or she is the subject of a pending investigation, is under arrest or has been charged with a crime.
- H. Risk to the public or as a flight risk.
- I. Any prior or current service as a CI with this or another law enforcement organization.

Prior to an individual's use as a CI the Chief of Police shall review the Initial Suitability Report and determine if the individual is authorized to serve as a CI.

- A. Any information that may negatively affect a CI's suitability during the course of his or her use shall be documented in the CI's file and forwarded to the Chief of Police as soon as possible.
- B. CI contracts shall be terminated, and the CI file placed in inactive status when the CI has not been used for on year or more.
- C. **Special CI Approval Requirements:** Certain individuals who are being considered for use as a CI require special review and approval.
- D. **Juveniles**
 - 1. Use of juveniles under the age of 18 as a CI may be undertaken only with the written authorization of the individual's parents or guardians.
 - 2. Authorization for such use should be granted only when compelling public interest can be demonstrated.

5. General guidelines for handling CIs:

- A. CIs shall be treated as assets of the agency not the individual handler.
- B. CIs shall not be used without authorization of the agency through procedures identified in this policy.

6. All CIs shall sign and abide by the provisions of the agency's CI agreement. The CI's handler shall discuss each of the provisions of the agreement with the CI, with the particular emphasis on the following:

- A. CIs are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches as seizures, and may not carry a weapon while performing activities as a CI.
- B. CIs found engaging in any illegal activity beyond what is authorized by the agency and conducted while under the investigation of a handler will be subject to prosecution.
- C. CIs are prohibited from engaging in actions or activities that could be deemed entrapment. The meaning and implications of such actions shall be explained to each CI.
- D. Every reasonable effort will be taken to ensure the confidentiality of the CI but upon judicial order he or she may be required to testify in open court.
- E. CIs may be directed to wear a listening and recording device.
- F. CIs shall be required to submit to a search before and after a controlled purchase.
- G. Officers shall take the utmost care to avoid conveying any confidential investigative information to a CI, such as identity of other CIs, surveillance activities or search warrants, other than what is necessary and appropriate for operational purposes.
- H. No member of this agency shall knowingly maintain a social relationship with a CI, or otherwise become personally involved with a CI beyond actions required in the performance of duty.
- I. Meetings with a CI shall be conducted in private with another officer present and shall be documented and entered into the individual's CI file.

7. Monetary Payments

- A. All monetary compensation paid to CIs shall be commensurate with the value of the information or assistance provided to the agency.
- B. All CI payments shall be approved in advance by the Chief of Police.
- C. Officers shall provide accounting of monies received and documentation for confidential funds expended.
- D. Two officers shall be present when making payments or providing funds to CIs.

