CITY OF PORTLAND, OREGON

Bureau of Police
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EXECUTIVE ORDER

DATE: October 2, 2008

TO: All Members

RE: DIR 660.32 Agents/Informant Processing

ACTION: Under Procedure: section a, 4 Informant File Checklist are new maintenance requirements. Under section g and h, there are new DVD responsibilities. See revised sections below:

PROCEDURE (660.32)

The Drugs and Vice Division (DVD) has the responsibility for maintaining accurate information regarding the status of agent/informant's used by the Bureau. The RU manager or designee will approve the agent/informant (individual working for a member in an undercover status) prior to use. Anyone working as an agent/informant for a member will be processed in the following manner before funds may be disbursed.

a. Informant File Checklist.
   4. The entire informant file will be maintained by the originating RU as an active file.
      a) When an informant has not been paid for a period of one year, the file will be designated as inactive.
      b) To maintain accurate informant status, when an informant is designated as inactive, the agent/informant's file will be transferred to DVD for inclusion in the master DVD inactive informant file.
      c) The file will be maintained by DVD and subject to purging in accordance with state records retention laws, unless the informant is re-activated by a member prior to the purge date.
      d) Members may re-activate an informant by requesting a return of the informant files from DVD and completing a new Informant File Checklist with CCH and PPDS updates.
      e) The immediate use and payment of an inactive informant is not precluded as long as the informant file is retrieve from DVD and updated during the calendar month in which the re-activation occurs.
      f) Inactive informant files will be purged after a period of five years. See Refer section for OAR and City Code.

g. True Name/Code Number Index Log (Required): DVD will issue a quarterly True Name/Code Number Index Log by RU that lists the agent/informants currently in an

active or inactive status. All units will maintain this log when using agent/informants and/or disbursing evidence funds.

1. This log will be justified each quarter with the files maintained by the RU. If there are discrepancies, the DVD administrative sergeant will be notified immediately in order to update the master files.
2. This log will be maintained in a file folder with the Agent/Informant Profile and Liability form file.
3. The log will contain agent/informant code numbers, complete true names, complete code names, dates and DPSST # of initiating member/investigator.

h. Agent/Informant Code Numbers (Required).

1. A DVD supervisory sergeant will check the code name to ensure that it is not already in use by another agent/informant.
   a) An agent/informant code number must be assigned by a DVD supervisory sergeant prior to any agents/informants receiving or expending evidence funds or being under the direction of a member who is actively working on a criminal investigation.
   b) To maintain uniform accountability, the code number will be a unique sequential agent/informant number that is not assigned to any other agent/informant. This will preclude an informant who works for more than one division from having different code number.
   c) The DVD supervisory sergeant will also run a check of the informant's true name through the Western States Identification Network (WSIN) database and the Oregon State Identification Network (OSIN).

FOR MORE INFORMATION:
Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

ROSANNE M. SIZER
Chief of Police

RMS/mp