

Cobb County Police Department

Policy 3.17

CONFIDENTIAL INFORMANTS

<b>Effective Date:</b> July 20, 2012
<b>Rescinds:</b> Policy 3.17 “Confidential Funds” (September 30, 2007)
<b>Related Orders:</b> None
<b>Issued By:</b> Chief J.R. Houser <span style="float: right;"><b>Page 1 of 2</b></span>
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.

The purpose of this policy is to provide regulations for the control and use of confidential funds and confidential informants.

**I. DEFINITIONS**

As used in this policy, the following word/term shall have the meaning ascribed:

**Confidential Informant:** An individual, who through close or criminal association with others involved in criminal conduct, provides information or assistance of investigative significance, usually but not necessarily, in an on ongoing capacity.

**II. PROCEDURES**

**A. Establishment of an Informant File System**

1. All individuals meeting the definition of, or being used in the capacity of, a Confidential Informant will be documented and indexed in a master file. The MCS Organized Crime Task Force shall be responsible for developing and maintaining master informant files and an indexing system for their unit and the Department as a whole.
2. Each file shall be coded with an assigned informant control number and shall contain, at a minimum, the following information about the informant:
  - a. Name, aliases, date of birth, and biographical information.
  - b. Photograph, fingerprints, and criminal history record.
  - c. Height, weight, hair color, eye color, race, sex.
  - d. Scars, marks, tattoos, or other distinguishing features.
  - e. Current home address and telephone number.
  - f. Residential addresses over the last five years.
  - g. Current employment, position, address, and telephone number.

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- h. Marital status and number of children.
  - i. Vehicles owned and registration numbers.
  - j. Special skills and avocations.
  - k. Places frequented.
  - l. Name of officer initiating use of the informant.
  - m. Signed informant agreement.
  - n. Reliability and active or inactive status of informant.
3. Sworn personnel not assigned to MCS who wish to review an individual's confidential informant file will submit a written request to the MCS Unit Commander explaining the need for a review. A copy of this request, along with the officer's name, should be maintained in the confidential informant's file.

#### **B. General Guidelines for Handling Confidential Informants**

- 1. Personnel not assigned to MCS must receive approval from his immediate supervisor and a supervisor from MCS prior to using an individual as a confidential informant.
- 2. All informants will be used and compensated in accordance with MCS policy; and with guidance from MCS personnel, if necessary.
- 3. If an officer wants to use a probationer or parolee as a confidential informant they should first get approval from the person's probation/parole officer if at all possible.