10 Simple Steps

to help your agency become a part of the *National Criminal Intelligence Sharing Plan*

Working towards systematically sharing law enforcement information among local, state, tribal, and federal law enforcement agencies—large or small

Revised August 2005

Global Justice Information Sharing Initiative

United States
Department of Justice

1. Recognize your responsibilities and lead by example

Recognize the value of sharing intelligence information within your own agency, and encourage the practice of sharing information with other law enforcement and public safety agencies. Use the guidelines and action steps outlined in the *National Criminal Intelligence Sharing Plan* ("Plan") to implement or enhance your organization's intelligence function.

2. Establish a mission statement and a policy to address developing and sharing information and intelligence data within your agency

The Plan provides model policies and guidelines for implementing or reviewing an agency's intelligence function. Examples include Criminal Intelligence Systems Operating Policies federal regulation 28 CFR Part 23, the International Association of Chiefs of Police's *Criminal Intelligence Model Policy,* and the Law Enforcement Intelligence Unit's (LEIU) *Criminal Intelligence File Guidelines.*

3. Connect to your state criminal justice network and regional intelligence databases, and participate in information sharing initiatives

Many states provide access to other government databases, including motor vehicles, corrections, and others. Regional intelligence databases and sharing initiatives promote communication and collaboration by providing access to other agencies' and organizations' investigative and intelligence data.

4. Ensure privacy issues are protected in policy and practice

The protection of individuals' privacy and constitutional rights is an obligation of government officials and is crucial to the long-term success of criminal intelligence sharing. The Plan provides guidelines that support policies which will protect privacy and constitutional rights while not hindering the intelligence process. Implementing and supporting privacy policies and practices within your agency will also reduce your organization's liability concerns.

5. Access law enforcement Web sites, subscribe to law enforcement listservs, and use the Internet as an information resource

Many Web sites on the Internet and others on closed networks provide valuable intelligence assessments and news. Listservs provide instant and widespread communication for investigators. Listservs allow both the receipt and distribution of intelligence information. The Internet provides a wealth of open-source information, including government information and access to private agencies that share with law enforcement.

6. Provide your agency members with appropriate training on the criminal intelligence process

Some training models or modules are already found in Internet-based and interactive CDs, such as the International Association of Law Enforcement Intelligence Analysts (IALEIA), National White Collar Crime Center, and LEIU "Turn Key Intelligence." A listing of available intelligence training sources and specifically scheduled classes is found on the IALEIA Web site: www.ialeia.org. This listing allows individuals to directly contact training source agencies and organizations for more information on classes and schedules.

7. Become a member of your in-region Regional Information Sharing Systems® (RISS) center

RISS operates the only secure Web-based nationwide network for communication and exchange of criminal intelligence information by local, state, federal, and tribal participating law enforcement member agencies. RISS partners with other law enforcement systems to electronically connect them to RISSNET™, including High Intensity Drug Trafficking Areas (HIDTA) Investigative Support centers and other federal and state agency systems.

8. Become a member of the Federal Bureau of Investigation's (FBI) Law Enforcement Online (LEO) system

The FBI's LEO system is a sensitive but unclassified, real-time information sharing communications system for all levels of the law enforcement community and is available at no cost to its users. LEO provides secure e-mail capability, a national alert mechanism, and access to over 125 special-interest groups for sharing information by providing access to other networks, systems, databases, and other services.

9. Partner with public and private infrastructure sectors

Regular communication with the entities that control America's critical infrastructures such as energy, agriculture, transportation, and shipping is critically important to ensuring the safety and security of the citizens in your community.

10. Participate in local, state, and national intelligence organizations

In most areas of the country, there are locally based intelligence organizations that welcome participation from all agencies and are often affiliated with state and national organizations.

BJA

This document was prepared under the leadership, guidance, and funding of the Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, in collaboration with the U.S. Department of Justice's Global Justice Information Sharing Initiative. The opinions, findings, and conclusions or recommendations expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice.