
	Ithaca Police Department 120 East Clinton Street Ithaca, New York 14850	
	General Order Number: 571	Use of Confidential Informants
Issuing Authority: Chief John Barber 		Effective Date: 03/01/17
Rescinds/Supersedes: All previously issued directives		Review Date: 03/2019
Applicable NYSLEA Standards: 50.5; 50.7		Number of Pages: 4

I. Purpose

Confidential Informants (CI's) are important to many criminal investigations, and their use is encouraged. As such, the purpose of this directive is to establish the department's policies and procedures for the use of Confidential Informants and investigations for which CI's are utilized.

II. Policy

- A. The identity of a CI must remain confidential, and not divulged to any officer or person not involved in the investigation.
- B. The use of confidential informants is important to many criminal investigations, and field officers are encouraged to develop and maintain a system of CI's.
- C. Officers involved in any investigation that involves a CI must do an independent investigation to confirm all information given by a CI, whenever possible.
- D. When an officer is involved with a CI of the opposite sex, the meeting should take place in a public place if at all possible, and the time of the meeting carefully documented.
- E. Members of this department shall take any and all steps necessary to safeguard the reliability, confidentiality, security, and integrity of the CI as well as any real or potential investigations.

III. Procedures

- A. Any member who develops any CI is to contact the Special Investigations Sergeant for the purposes of interviewing and/or debriefing the CI.
 - 1. Depending on the nature and urgency of the CI's information, the Sergeant should be contacted immediately.
- B. The Special Investigations Unit Sergeant will assign the CI a log number from the CI log and refer to that number every time a CI's name is required in a written report.
 - 1. The CI log will be maintained in a secure file maintained by the Special Investigations Unit Sergeant.
 - 2. All confirmed reliable information leading to an arrest and conviction will be documented in the CRI log.
- C. The Special Investigations Unit Sergeant will thoroughly interview any and all CRI's before involving him/her in any phase of an investigation.
- D. The Special Investigations Unit Sergeant will obtain a complete criminal history of the CI
 - 1. The original print-out will be maintained in accordance with DCJS rules and regulations
 - 2. All CI's will execute a standard Waiver Agreement
- E. The Special Investigations Unit Sergeant will conduct an independent investigation to confirm all information given by a CI whenever possible.
- F. When a CI is paid for information the CI will sign a receipt for the payment if possible, and two officers should witness it.
 - 1. If the CI is not in a position to sign a receipt, the officer must account for the payment in advance with a command officer's approval.

G. 87(2)(e) [REDACTED]

[REDACTED]

[REDACTED]

3.

87(2)(e) [Redacted]

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**ITHACA POLICE DEPARTMENT
CONFIDENTIAL INFORMANT
DISBURSEMENT VOUCHER**

	CI # _____
OFFENSE	_____
LOCATION	_____
CASE No.	DATE _____
I hereby acknowledge receipt of \$ _____	
From IPD Officer (s)	_____

CI SIGNATURE	
SIGNATURE OF OFFICER	
SIGNATURE OF WITNESS OFFICER	
NOTES	_____
