Criminal Intelligence Resources Guide

A Collection of Intelligence Information Sharing Products and Resources

July 2012
# Table of Contents

Foreword ........................................................................................................ iii
How to Use This Guide .................................................................................. 1
Intelligence Resources Request Form .......................................................... 2
Analysts .......................................................................................................... 5
Fusion Centers ............................................................................................. 6
  Policy ........................................................................................................... 6
  Training and Technical Assistance (specific to fusion centers) .............. 7
  Technology ................................................................................................. 8
Gangs .............................................................................................................. 9
General Intelligence ....................................................................................... 10
Nationwide SAR Initiative (NSI) ................................................................. 12
Privacy .......................................................................................................... 14
Security ......................................................................................................... 16
Training (other than fusion center training) .............................................. 17
Appendix A—Intelligence and Information Sharing Web Sites .............. 18

**About Global**

The Global Justice Information Sharing Initiative (Global) serves as a Federal Advisory Committee to the U.S. Attorney General on critical justice information sharing initiatives. The Bureau of Justice Assistance (BJA) partners with Global and its state, local, tribal, and federal representatives to promote standards-based electronic information exchange to provide justice and public safety communities with timely, accurate, complete, and accessible information in a secure and trusted environment.

This project was supported by Grant No. 2009-DB-BX-K105 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice, in collaboration with the Global Justice Information Sharing Initiative. The opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice.
Foreword

The Bureau of Justice Assistance (BJA) has supported the development of many valuable resources, based on the recommendations of the Global Justice Information Sharing Initiative (Global), its working groups, and partner agencies and organizations, that assist law enforcement intelligence personnel to improve agency operations and criminal intelligence sharing efforts. To centrally locate these resources so as to provide the law enforcement intelligence community with an informative reference to “all things intelligence” is an ongoing challenge. As such, BJA has released the Criminal Intelligence Resources Guide to address this need.

The Criminal Intelligence Resources Guide is not an all-encompassing guide to intelligence products; however, it does provide a valuable representation of intelligence-related resources available to the intelligence community. This document is considered to be a “living document,” and persistent effort will be employed to continually update it as new resources are identified. The effort of BJA, in partnership with Global, the CICC, and other state, local, tribal, and federal government officials, provides a well-balanced approach not only to the content and organization of this document but also to the many resources detailed herein.

About the Criminal Intelligence Coordinating Council

The Criminal Intelligence Coordinating Council (CICC) was created to provide recommendations and suggested actions regarding the development and sharing of criminal intelligence and information to BJA, through the Global Advisory Committee (GAC). The CICC was established in May 2004 and is made up of members representing law enforcement and homeland security agencies from all levels of government. It serves as an advocate for state, local, and tribal law enforcement and their efforts to develop and share criminal intelligence for the purpose of promoting public safety and securing the nation.

The GAC supports BJA through acting as a focal point for justice information sharing activities and works to provide the U.S. Attorney General and BJA with appropriate input from state, local, tribal, and federal agencies/associations in the ongoing pursuit of interjurisdictional and multidisciplinary justice information sharing.

Relationship to Intelligence-Led Policing

The goals of the Criminal Intelligence Resources Guide and intelligence-led policing (ILP) are very similar, in that both ILP and the Criminal Intelligence Resources Guide seek to provide law enforcement with the ability to strategize and take a targeted approach to crime control while focusing on the identification, analysis, and management of persisting and developing problems. ILP implementation results in better allocation of resources, saving money, crime prevention rather than reaction, and use of technology and well-defined business processes.
The CICC believes that the *Criminal Intelligence Resources Guide* will be a valuable asset to law enforcement agencies that engage in ILP by providing them with a single document of well-organized products and resources that benefit the intelligence community and the institutionalization of ILP.
How to Use This Guide

The Criminal Intelligence Resources Guide focuses on intelligence products available to law enforcement officials. This guide contains a listing of available products and a brief summary of what each product entails.

The guide is broken down into the following categories:

- Analysts
- Fusion Centers
  - Policy
  - Training and Technical Assistance (specific to fusion centers)
  - Technology
- Gangs
- General Intelligence
- Nationwide SAR Initiative (NSI)
- Privacy
- Security
- Training (other than fusion center training)

Documents are sorted alphabetically under each category and are available electronically via the hyperlinked title. To access a document electronically, click on the title of the document or copy the Web address (underneath the document title) and then paste it into your browser’s address bar. Hard copies may also be obtained by completing the order form (included on page vi) and submitting it online, by e-mail, or by fax.

Access to Copies of Resources Contained in This Guide

Electronic Copy Access

For an electronic copy of any of the resources detailed in this guide, please click on the title of the document in which you are interested and you will be taken to the copy available online. You may print out as many copies as you need.

Hard-Copy Access

For hard copies of any of the resources detailed in this guide, please complete the enclosed form and e-mail it to information@ncirc.gov.
# Intelligence Resources Request Form

<table>
<thead>
<tr>
<th>Document Name</th>
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Title:__________________________________________________________

Address 1:_____________________________________________________

Address 2:_____________________________________________________

City, State, Zip:_____________________________________________

Phone Number:________________________________________________

E-mail Address:_______________________________________________

Additional Shipping Notes:_____________________________________

**Send to:**

**E-mail:** information@ncirc.gov

**Mail:** IIR/Information Sharing
Post Office Box 12729
Tallahassee, FL 32317

**Fax:** (850) 422-3529
<table>
<thead>
<tr>
<th>ANALYSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst Toolbox</td>
<td></td>
</tr>
<tr>
<td>Common Competencies for State, Local, and Tribal Intelligence Analysts</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Analyst Certification Standards</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Analytic Standards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUSION CENTERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Capabilities for State and Major Urban Area Fusion Centers</td>
<td></td>
</tr>
<tr>
<td>Critical Infrastructure and Key Resources (CIKR): Protection Capabilities for Fusion Centers</td>
<td></td>
</tr>
<tr>
<td>Fire Service Integration for Fusion Centers</td>
<td></td>
</tr>
<tr>
<td>Health Security: Public Health and Medical Integration for Fusion Centers</td>
<td></td>
</tr>
<tr>
<td>Fusion Center Guidelines: Law Enforcement Intelligence, Public Safety, and the Private Sector</td>
<td></td>
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<tr>
<td>Fusion Center Guidelines Resource CD</td>
<td></td>
</tr>
<tr>
<td>Fusion Process Technical Assistance Program and Services</td>
<td></td>
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<tr>
<td>Defining Fusion Center Technology Business Processes: A Tool for Planning</td>
<td></td>
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<tr>
<td>Fusion Center Technology Guide</td>
<td></td>
</tr>
<tr>
<td>Fusion Center Technology Resources Road Map</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GANGS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines for Establishing and Operating Gang Intelligence Units and Task Forces</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL INTELLIGENCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Simple Steps to Help Your Agency Become a Part of the National Criminal Intelligence Sharing Plan</td>
<td>see page 10</td>
</tr>
<tr>
<td>Interagency Threat Assessment and Coordination Group (ITACG) Intelligence Guide for First Responders</td>
<td></td>
</tr>
<tr>
<td>see page 10</td>
<td></td>
</tr>
<tr>
<td>National Criminal Intelligence Sharing Plan—Full Report, Executive Summary, and CD</td>
<td></td>
</tr>
<tr>
<td>Navigating Your Agency’s Path to Intelligence-Led Policing</td>
<td></td>
</tr>
<tr>
<td>Why Law Enforcement Agencies Need an Analytical Function</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NATIONWIDE SAR INITIATIVE (NSI)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Findings and Recommendations of the Suspicious Activity Report (SAR) Support and Implementation Project</td>
<td></td>
</tr>
<tr>
<td>Suspicious Activity Reporting Process Implementation Checklist</td>
<td></td>
</tr>
<tr>
<td>Suspicious Activity Reporting Line Officer Training</td>
<td></td>
</tr>
<tr>
<td>Suspicious Activity Reporting Private Sector Security Training</td>
<td></td>
</tr>
<tr>
<td>Suspicious Activity Reporting Fire and Emergency Medical Services Training</td>
<td></td>
</tr>
<tr>
<td>Suspicious Activity Reporting Probation, Parole, and Corrections Training</td>
<td></td>
</tr>
<tr>
<td>Suspicious Activity Reporting Public Safety Telecommunications Training</td>
<td></td>
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<tr>
<td>Suspicious Activity Reporting Emergency Management Training</td>
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</tbody>
</table>

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<tr>
<th>PRIVACY</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Fusion Center Privacy Policy Development: Privacy, Civil Rights, and Civil Liberties Policy Template</td>
<td></td>
</tr>
<tr>
<td>The Importance of Privacy, Civil Rights, and Civil Liberties Protections in American Law Enforcement and Public Safety Training Video</td>
<td></td>
</tr>
<tr>
<td>Privacy, Civil Rights, and Civil Liberties Compliance Verification for the Intelligence Enterprise</td>
<td></td>
</tr>
<tr>
<td>Recommendations for First Amendment-Protected Events for State and Local Law Enforcement Agencies</td>
<td></td>
</tr>
<tr>
<td>The Role of State and Local Law Enforcement at First Amendment Events Reference Card</td>
<td></td>
</tr>
</tbody>
</table>

(continued on page 4)
## Criminal Intelligence Resources Guide

### Analysts
- Analyst Toolbox

### Security
- Electronic Questionnaires for Investigations Processing (e-QIP)
- Personnel Security Frequently Asked Questions
- State & Local Clearance Process
- User’s Responsibility Guide: Secure Terminal Equipment (STE); QSEC – 2700 Secure Cellular Phone

### Training
- Common Competencies for State, Local, and Tribal Intelligence Analysts
- Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States
Analysts

**Analyst Toolbox**
http://it.ojp.gov/docdownloader.aspx?ddid=1284

Provides intelligence analysts with information on the tools they need to effectively and efficiently perform their duties and produce useful intelligence products. The tools examined in this document represent the basic toolbox that the intelligence analyst will need to provide the vital intelligence service expected in today’s law enforcement environment.

**Common Competencies for State, Local, and Tribal Intelligence Analysts**

Identifies common analytic competencies that should be exhibited by state, local, and tribal intelligence analysts working in state or major urban area fusion centers or similar analytic law enforcement entities. These competencies are essential for analysts to effectively perform their job duties and are required in their unique operating environments.

**Law Enforcement Analyst Certification Standards**

Assists in instituting standards for the intelligence analysis process to ensure that intelligence products are accurate, timely, factual, and relevant, while also recommending implementation of policy and/or action(s). The certification standards incorporate the *Law Enforcement Analytic Standards*, developed by the International Association of Law Enforcement Intelligence Analysts (IALEIA) with support from the Global Intelligence Working Group (GIWG).

**Law Enforcement Analytic Standards**

Consists of 25 standards that explain the requirements of agencies to adopt the minimum standards for intelligence-led policing in order to support the development of sound, professional, and analytical products (intelligence). Included are educational standards and intelligence process standards, as well as testimony, data-source attribution, and feedback standards.
Fusion Centers

Policy

**Baseline Capabilities for State and Major Urban Area Fusion Centers**

http://it.ojp.gov/docdownloader.aspx?ddid=1051

Identifies the baseline capabilities for fusion centers and the operational standards necessary to achieve each of the capabilities. It is an addendum to the U.S. Department of Justice’s (DOJ) Global Justice Information Sharing Initiative’s *Fusion Center Guidelines*, which provide guidance to ensure that fusion centers are established and operated consistently across the country. Using the *Fusion Center Guidelines*, as well as identified best practices, federal, state, and local officials identified the capabilities and standards necessary for a fusion center to be considered capable of performing basic functions.

**Critical Infrastructure and Key Resources (CIKR): Protection Capabilities for Fusion Centers**

http://it.ojp.gov/docdownloader.aspx?ddid=1136

Identifies the capabilities necessary for fusion centers to establish a critical infrastructure and key resources (CIKR) protection analytic capability that supports infrastructure security activities at the state and local levels. It also provides guidance for those fusion centers that have chosen to support Critical Infrastructure Protection (CIP) activities; outlines the additional capabilities fusion centers should achieve in order to effectively integrate CIKR activities into their analysis and information/intelligence sharing processes; and identifies how centers should support risk-reduction efforts taken by federal, state, local, and private sector partners. Finally, this document provides the federal, state, local, and private sector officials responsible for protecting CIKR with an overview of the value in working with their local fusion centers and how they can better integrate their CIP-related activities with the efforts of those fusion centers.

**Fire Service Integration for Fusion Centers**


Identifies recommended actions and guidance for state and major urban area fusion centers (fusion centers) to effectively integrate the fire service into the fusion process. Within the context of this document, the fire service is defined as including fire
and emergency operations, emergency medical service operations, rescue operations, hazardous materials operations, fire prevention/protection, fire investigation, incident management, and responder safety. The document is an appendix to the U.S. Department of Justice’s (DOJ) Global Justice Information Sharing Initiative’s Baseline Capabilities for State and Major Urban Area Fusion Centers.

**Health Security: Public Health and Medical Integration for Fusion Centers**

This document assists fusion centers as they integrate public health and health care (PH/HC) community partners into their operations. This appendix to the Baseline Capabilities document identifies considerations for fusion centers to effectively integrate the information, resources, personnel, and/or expertise of the PH/HC community into their existing analytic operations and information/intelligence sharing processes.

**Fusion Center Guidelines: Law Enforcement Intelligence, Public Safety, and the Private Sector**

**Also available online as a resource CD**


Developed to ensure that fusion centers are established and operated consistently, resulting in enhanced coordination efforts, strengthened partnerships, and improved crime-fighting and anti-terrorism capabilities. The guidelines and related materials will provide assistance to centers as they prioritize and address threats posed in their specific jurisdictions for all crime types, including terrorism.

**Training and Technical Assistance**

**Fusion Process Technical Assistance Program and Services**

http://www.ise.gov/docs/misc/fusionprocesstechassistance.pdf

To facilitate the development of a national fusion center capability, the U.S. Department of Homeland Security’s (DHS) Protection and National Preparedness and the U.S. Department of Justice’s (DOJ) Bureau of Justice Assistance partnered in 2007 to develop the Fusion Process Technical Assistance Program. The Fusion Process Technical Assistance Program consists of the following components: fusion process technical assistance services, the Fusion Center Exchange Program, fusion center fellowship programs, online fusion process resources, and other specialized fusion process support services. Further, in an effort to accelerate the implementation of baseline capabilities within all state and urban area fusion centers, DHS and DOJ have partnered to develop 15 targeted fusion process technical assistance services found in this catalog.
Technology

**Defining Fusion Center Technology Business Processes: A Tool for Planning**

http://it.ojp.gov/docdownloader.aspx?ddid=1118

Provides a tool to fusion center directors/managers to assist with understanding and implementing the fundamental business requirements of their centers and planning the underlying components for each of the business processes a particular fusion center is or will be undertaking (e.g., SAR process, training, statewide incident analysis). It is essential that each center fully define its business processes before attempting to purchase or develop technology to handle those processes. If processes are not clearly defined, the technology will drive the business processes rather than the business processes driving the technology.

**Fusion Center Technology Guide**

http://it.ojp.gov/docdownloader.aspx?ddid=1283

Provides a methodology for fusion center directors and managers that can be used to facilitate technology planning and to provide a practical perspective on the value of technology as an enabler of the fusion center mission. Fusion center directors and managers can use the document to aid in the development and implementation of technology within their fusion centers to achieve their missions.

**Fusion Center Technology Resources Road Map**

http://it.ojp.gov/documents/Fusion_Center_Resources_Road_Map.pdf

Provides fusion center leaders—in particular, senior technology managers—with guidance on how information, technology infrastructure, applications, performance metrics, and business processes align with the core business capabilities of a fusion center. Leaders can use this document to assist in formulating a strategic technology vision and plan for their centers and to support sound investment and technology selection decisions within such a plan.
Gangs

Guidelines for Establishing and Operating Gang Intelligence Units and Task Forces
http://it.ojp.gov/docdownloader.aspx?ddid=1058

Provides guidance to agencies seeking to establish and operate gang task forces or gang intelligence units within their jurisdictions or to those agencies that participate in gang task forces. This document was developed by the Gang Intelligence Strategy Committee (GISC), under the U.S. Department of Justice’s Global Justice Information Sharing Initiative’s Intelligence Working Group. The GISC—composed of federal, state, local, and tribal law enforcement; justice; and corrections representatives—is tasked with improving gang-related information sharing.
General Intelligence

10 Simple Steps to Help Your Agency Become a Part of the National Criminal Intelligence Sharing Plan

http://it.ojp.gov/documents/Ten_Steps.pdf

Provides valuable guidance for systematically sharing law enforcement information among federal, state, local, and tribal law enforcement agencies—large or small—using ten succinct steps to information sharing success.

Interagency Threat Assessment and Coordination Group (ITACG) Intelligence Guide for First Responders


Designed to assist state, local, and tribal law enforcement and firefighting, homeland security, and appropriate private sector personnel in accessing and understanding federal counterterrorism, homeland security, and weapons of mass destruction intelligence reporting. Most of the information contained in this guide was compiled, derived, and adapted from existing intelligence community and open source references.


http://it.ojp.gov/docdownloader.aspx?ddid=1133

Describes changes (since the publication of the first edition) in the philosophy, national standards, and practice of law enforcement intelligence, while maintaining the core goal of being a primer on "all things intelligence" for the law enforcement community. The guide is intended to support policy in law enforcement agencies and seeks to objectively provide the best knowledge and practice of law enforcement intelligence at the time of publication. It is not intended to be an academic work, nor does it look at theoretical issues or arguments. It is not directed as a guide to the intelligence community except to explain the roles, responsibilities, and restrictions of the intelligence community’s state, local, and tribal law enforcement partners.
National Criminal Intelligence Sharing Plan (NCISP)
**Also available online as an overview CD**
(http://it.ojp.gov/documents/ncisp/)

**Also available – Executive Summary**
(http://it.ojp.gov/documents/NCISP_executive_summary.pdf)

Provides a blueprint to help agencies establish criminal intelligence sharing policies, procedures, standards, technologies, and training. Implementation of the NCISP will provide law enforcement agencies with the ability to gather, analyze, protect, and share information and intelligence to identify, investigate, prevent, deter, and defeat the perpetrators of criminal and terrorist activities, both domestically and internationally.

Navigating Your Agency’s Path to Intelligence-Led Policing
http://it.ojp.gov/docdownloader.aspx?ddid=1082

Serves as an overview for implementing the intelligence-led policing (ILP) framework within a law enforcement agency and provides insight regarding the challenges of ILP implementation. The ILP approach is a process for enhancing law enforcement agency effectiveness. It also provides an organizational approach to gather and use many sources of information and intelligence to make timely and targeted strategic, operational, and tactical decisions, thereby enhancing law enforcement effectiveness. Law enforcement executives can use this document as a resource to assist in the successful implementation of the ILP framework within their agencies.

Why Law Enforcement Agencies Need an Analytical Function
http://it.ojp.gov/documents/analysts_9_steps.pdf

Delivers nine convincing reasons why the analytical function is so important to law enforcement agencies.
Nationwide SAR Initiative (NSI)

Web site: http://nsi.ncirc.gov

Findings and Recommendations of the Suspicious Activity Report (SAR) Support and Implementation Project

Describes the all-crimes approach to the gathering, processing, reporting, analyzing, and sharing of suspicious activity by local police agencies. This report and its recommendations are important for establishing national guidelines that will allow for the timely sharing of SAR information; however, it is understood that every jurisdiction will have to develop policies and procedures that take into account the unique circumstances and relationships within that community. These recommendations are intended to be used by law enforcement agencies to improve the identification and reporting of suspicious activity and the sharing of that information with fusion centers and Joint Terrorism Task Forces (JTTFs).

Suspicious Activity Reporting Process Implementation Checklist
http://it.ojp.gov/docdownloader.aspx?ddid=1147

A companion document to the Findings and Recommendations of the Suspicious Activity Report (SAR) Support and Implementation Project; assists chief executives and senior leadership in implementing a SAR process within their agencies. Using this checklist in developing an internal SAR process will aid agencies in their crime prevention efforts and help successfully incorporate state, local, and tribal agencies into the nationwide SAR process.

Suspicious Activity Reporting Line Officer Training
http://nsi.ncirc.gov/SARLOT

Assists law enforcement line officers in understanding what kinds of suspicious behaviors are associated with pre-incident terrorism activities; documenting and reporting suspicious activity; and protecting privacy, civil rights, and civil liberties when documenting information. This training also provides information about integrating the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) into an agency’s operations.
Suspicious Activity Reporting Training for Hometown Security Partners

http://nsi.ncirc.gov/training_online.aspx
Privacy

While continuing to provide high-quality training for the law enforcement community, the NSI has developed SAR awareness training for partners with similar missions, or “hometown security partners,” that are important to the SAR effort, including fire and emergency medical services personnel, call takers (e.g., 9-1-1 operators), emergency managers, corrections and probation and parole officers, and other related occupations, such as those charged with protecting the nation’s critical infrastructure. These training videos seek to educate those whose professions have a great potential of being exposed to indicators and behaviors associated with criminal and/or terrorist activity.

The five training videos are:

♦ Suspicious Activity Reporting Private Sector Security Training
♦ Suspicious Activity Reporting Fire and Emergency Medical Services Training
♦ Suspicious Activity Reporting Probation, Parole, and Corrections Training
♦ Suspicious Activity Reporting Public Safety Telecommunications Training
♦ Suspicious Activity Reporting Emergency Management Training
Privacy

Web site: http://www.it.ojp.gov

Fusion Center Privacy Policy Development: Privacy, Civil Rights, and Civil Liberties Policy Template
http://it.ojp.gov/docdownloader.aspx?ddid=1269
Assists fusion center personnel in developing a center privacy policy related to the information, intelligence, and suspicious activity report (SAR) information the center collects, receives, maintains, archives, accesses, and discloses to center personnel, governmental agencies, Information Sharing Environment (ISE) participants, and other participating criminal justice and public safety agencies, as well as to private contractors and the general public. Provisions contained in this template will help centers comply with requirements of the DHS Homeland Security Grant Program Guidance, the ISE Privacy Guidelines, and the Nationwide Suspicious Activity Reporting (SAR) Initiative.

The Importance of Privacy, Civil Rights, and Civil Liberties Protections in American Law Enforcement and Public Safety Training Video
http://www.ncirc.gov/privacylineofficer/
Assists local, state, and tribal law enforcement line officers in understanding their role in the protection of privacy, civil rights, and civil liberties as they perform their everyday duties. The short video provides an introductory overview of what privacy, civil rights, and civil liberties protections are; examples of these protections; and the important function line officers have in upholding these protections.

Privacy, Civil Rights, and Civil Liberties Compliance Verification for the Intelligence Enterprise
http://it.ojp.gov/docdownloader.aspx?ddid=1285
Assists agencies in determining whether they are in compliance with applicable privacy-related policies, procedures, rules, and guidelines. The document includes a suggested methodology for conducting the review of an agency’s intelligence enterprise and identifies the high-liability areas of concern that should be included when performing the review.
Recommendations for First Amendment-Protected Events for State and Local Law Enforcement Agencies  
http://it.ojp.gov/documents/First_Amendment_Guidance.pdf

This document provides guidance and recommendations to law enforcement agency personnel in understanding their roles and responsibilities in First Amendment-protected events. The document is divided into three stages: Pre-Event, Operational, and Post-Event, with each stage identifying the recommended actions of law enforcement. The resources also provide an overview of how fusion centers can support law enforcement in its public safety mission in regards to these types of events.

The Role of State and Local Law Enforcement at First Amendment Events Reference Card  
http://it.ojp.gov/documents/First_Amendment_Reference_Card.pdf

This pocket-sized reference card was designed for line officers who are responding to a First Amendment-protected event and provides an overview of their roles and responsibilities, as well as an overview of the rights of the participants at First Amendment-protected events.

First Amendment Events—Rights of Participants
One of the freedoms guaranteed by the United States Constitution is the First Amendment right to peaceably assemble. Persons engaging in First Amendment-related activities have the legal right:

- To organize and participate in peaceful assemblies, including demonstrations, rallies, parades, marches, picket lines, or other similar gatherings.
- To express their political, social, or religious views.
- To freely associate with other individuals and collectively express, pursue, promote, and defend common interests.

Global Justice Information Sharing Initiative

December 2011

DEPARTMENT OF JUSTICE

Global Justice Information Sharing Initiative
Security

Electronic Questionnaires for Investigations Processing (e-QIP)
Designed to facilitate the processing of standard investigative forms used when conducting background investigations. e-QIP allows the user to electronically enter, update, and transmit personal investigative data to a requesting agency over a secure Internet connection. The requesting agency will then review and approve the investigative data. This brochure details exactly what a user needs to know about the e-QIP system, from technical requirements through entering and certifying data.

Personnel Security Frequently Asked Questions
Serves as an informative resource for U.S. Department of Homeland Security personnel on matters pertaining to security. The basic Q&A format covers security clearances, background investigations, adjudication, forms, visit requests, and permanent certification.

State & Local Clearance Process
Details how an individual can be nominated for a security clearance. It outlines the forms that need to be completed for a formal nomination and the notification procedure for both acceptance and denial.

User’s Responsibility Guide: Secure Terminal Equipment (STE); QSEC – 2700 Secure Cellular Phone
Educates U.S. Department of Homeland Security personnel on how to place and receive classified phone calls. This responsibility guide has been developed for informational purposes only. Readers are advised to consult their local standard operating procedures prior to placing or receiving classified calls. Local security officers are available to answer further questions.
Training

**Common Competencies for State, Local, and Tribal Intelligence Analysts**


Identifies common analytic competencies that should be exhibited by state, local, and tribal intelligence analysts working in state or major urban area fusion centers or similar analytic law enforcement entities. These competencies are essential for analysts to effectively perform their job duties and are required in their unique operating environments.

**Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States**


Provides perspective and guidance for the development and delivery of law enforcement intelligence training. This document explains the recommended development of minimum training standards for all affected levels of law enforcement personnel, including core training objectives in six areas: General Law Enforcement Officer, Law Enforcement Executive, Intelligence Manager, Intelligence Officer/Collector, Intelligence Analyst, and Train-the-Trainer. The goals in developing the standards were to identify specific training topics and issues for each level of personnel involved in the intelligence process, to make specific recommendations for training objectives and the delivery of training, and to work with relevant agencies and groups to develop model curricula.
Appendix A—Intelligence and Information Sharing Web Sites

American Correctional Association (ACA)
www.aca.org

American Probation and Parole Association (APPA)
www.appa-net.org

Bureau of Justice Assistance (BJA)
https://bja.gov/

Criminal Intelligence Coordinating Council (CICC)
www.it.ojp.gov/CICC

Dru Sjodin National Sex Offender Public Website (NSOPW)
www.nsopw.gov

Executive Office for United States Attorneys (EOUSA)
www.justice.gov/usao

Federal Bureau of Investigation (FBI)
www.fbi.gov

Gang Resistance Education And Training (G.R.E.A.T.)
www.great-online.org

Global Justice Information Sharing Initiative (Global)
www.it.ojp.gov/global

International Association of Chiefs of Police (IACP)
www.theiacp.org

INTERPOL
www.interpol.int

Justice Information Sharing Web Site
www.it.ojp.gov

Major Cities Chiefs Association
www.majorcitieschiefs.org

National Center for State Courts (NCSC)
www.ncsc.org
National Criminal Intelligence Resource Center (NCIRC)
www.ncirc.gov

National Criminal Justice Association (NCJA)
www.ncja.org

National Gang Center (NGC)
www.nationalgangcenter.gov

National Information Exchange Model (NIEM)
www.niem.gov

National Institute of Justice (NIJ)
www.ojp.usdoj.gov/nij

National Sheriffs’ Association (NSA)
www.sheriffs.org

Nationwide Suspicious Activity Reporting (SAR) Initiative—Program Management Office (NSI PMO)
http://nsi.ncirc.gov

Nlets—The International Justice and Public Safety Network
www.nlets.org

Office of Community Oriented Policing Services (COPS)
www.cops.usdoj.gov

Office of the Director of National Intelligence (DNI)
www.dni.gov

Office of the Program Manager, Information Sharing Environment (PM-ISE)
www.ise.gov

Regional Information Sharing Systems®
www.riss.net

SEARCH, The National Consortium for Justice Information and Statistics
www.search.org

State and Local Anti-Terrorism Training (SLATT®)
www.slatt.org

United States Central Intelligence Agency (CIA)
www.cia.gov

United States Department of Homeland Security (DHS)
www.dhs.gov

United States Department of Justice (DOJ)
www.usdoj.gov