



City of Racine Police Department

Policy and Procedure

Number: 2001

Subject: Confidential Informants		
Date Issued: 06-11-04	Effective Date: 01-13-11	Revision Number: 2

POLICY:

The Racine Police Department recognizes the role of Confidential Informants in the investigation of crimes, the prevention of crime, and their value as an investigative tool.

PROCEDURE:

MEMBER:

The use of Confidential Informants shall be governed by the following:

1. All Confidential Informants working with members of the Racine Police Department shall be registered with the Special Investigations Unit.
2. Investigators outside the Special Investigations Unit are permitted to manage registered Confidential Informants under the scrutiny of their respective supervisors without working directly with a Special Investigations Unit investigator.
 - a) Monetary payment will be made to the informant by the investigator at the direction of the investigator's supervisor.
 - b) Maintenance of the Confidential Informant's history is the responsibility of the investigator and his/her supervisor.
3. The Special Investigations Unit will maintain a record of all expenditures.
4. When using a Confidential Informant, patrol officers shall coordinate their activities through their supervisor and a Special Investigations Unit supervisor, with assistance from a Special Investigations Unit investigator.
 - a) When an officer has contact with an individual who desires to work as an informant, whether for money or charging consideration, the officer shall contact his immediate supervisor for approval to contact a Special Investigations Unit supervisor or designee.
 - b) The officer should conduct a preliminary interview of the potential informant and document it using an unnumbered supplement for presentation to the appropriate Special Investigations Supervisor.
 - c) The appropriate Special Investigations Unit supervisor shall assign an investigator to assist with the follow-up debriefing of the potential informant and to make a recommendation as to the value of the information or services offered by the subject.
 - d) Determine if the potential Confidential Informant is on probation or parole. If they are, the potential informant's agent must be contacted for approval of the arrangement as an informant.
 - e) The assigned Special Investigations Unit investigator shall establish the informant's reliability and maintain the informant's reliability.
 - f) The assigned Special Investigations Unit investigator will supervise the activities of the informant, providing direction in regards to investigations relating to normal Investigative Division functions.
 - g) The Patrol Officer may have contact with the informant regarding patrol oriented activities (i.e. location of a wanted subject, information on currently active street corner drug sales, and other patrol oriented functions) and for information exchange with the knowledge of a supervisor.
 - h) Any monetary payment to the informant will be made by the Special Investigations Unit investigator, and when applicable the patrol officer will be present based on the nature of the incident leading to the payment.
 - i) When applicable and practical, the patrol officer may be allowed to participate in operations stemming from the informant's activities. However, the patrol officer may not always be provided with all the details of the informant's activities to protect any investigations of a sensitive nature.
 - j) Any operation fund payments will be recorded and attributed to a specific investigator.

- k) The Patrol Officer shall inform the Special Investigations Unit Investigator of all productive activity (i.e. arrests) and the Special Investigations Unit Investigator shall periodically update the Patrol Officer of the informant's current history of reliability.

SUPERVISOR:

1. Patrol supervisors shall approve/deny patrol officers contacting a Special Investigations Unit supervisor concerning a potential informant based on the information provided by the patrol officer and other information that the supervisor may have concerning the potential informant.
2. A Special Investigations Unit supervisor shall assign an investigator to assist with the debriefing of the potential informant and to make a recommendation as to the value of the information or services offered by the subject.
3. Supervisor's working outside of the Special Investigations Unit, but supervising members working with informants, shall ensure cash payments to the informant are in compliance with this policy, that the proper completion of petty cash slips (i.e. complaint number, CI #, etc.) and appropriate additions are made to the informants history by those persons under the supervisors control.

**RELATED
PROCEDURE:**

[Table of Contents](#)