
Silent Observer and Intelligence Reports

513.1 PURPOSE

To define the proper handling and disposition of Silent Observer and Intelligence Reports.

513.2 PROCEDURE

(a) Distribution

1. All Silent Observer tips and Intelligence Reports will be routed to the designated sergeant for review and distribution.
 - (a) Reports that contain sufficient information will be assigned to an investigator for follow-up.
 - (b) All remaining Silent Observer tips and Intelligence Reports will be given to the KVET Administrative Assistant for I-Base entry.
2. A copy of all Silent Observer tips and Intelligence Reports will be routed to the Administrative Assistant for I-Base entry and filing thereafter.
3. The Administrative Assistant will route Silent Observer tips containing information on criminal activity to the appropriate agency.
4. Silent Observer tips and Intelligence Reports shall not be placed in a case file, as it would make these reports subject to the Freedom of Information Act (F.O.I.A.).

(b) Follow-Up Investigation

1. KVET personnel assigned a Silent Observer tip or Intelligence Report will document the outcome of their investigation on the form. This form will then be turned into the Administrative Assistant for I-Base entry.

(c) Recommendation for Reward

1. Silent Observer tips that result in an arrest(s), recovery of property, or significantly affect the outcome of a criminal investigation shall be considered for a reward.
2. The investigator shall explain the reasoning for the reward recommendation, using the Silent Observer Reward Form. The completed form shall be forwarded to the Silent Observer Program after being approved by the C.O.P.S. Divisional Commander.