

Informant and Source of Information Internal Audit Procedures

Informants

- In December of every calendar year, the Special Investigations Bureau (SIB) and Criminal Investigations Bureau (CIB) Captains shall conduct an audit of all active Informant files. These audits are in addition to the OCSD/OCDA Annual Informant/SOI Joint Audits.
- With each Informant file, the unit Supervisors shall obtain all updated material and information from the deputies and investigators who manage the Informant.
- The unit Supervisor shall review the updated material and the contents of the Informant file for completeness and thoroughness prior to the audit and sign the Informant Update Form.
- All Informant files shall then be forwarded to the respective Bureau Captains.
- The respective Bureau Captains shall review each Informant file and ensure the below listed information is updated, accurate and complete.
 1. New Informant Admonishment form (For informants active over 12-months)
 2. Updated copy of criminal history (CII/FBI/ warrant checks)
 3. Updated copy of DMV inquiries to include driver's license, driving history and vehicle registration
 4. New Informant photograph if older than two (2) years
 5. All reports resulting from Informant's assistance
 6. Updated Informant Performance Record
 7. Updated Informant Compensation Record (If applicable)
 8. All Receipt of Payment Form (If applicable)
 9. Updated Informant Activity Log
 10. Copy of Letter(s) of Consideration (If applicable)
 11. Supervisor's Annual Audit (Questions that shall be asked of each active Informant)
 12. Updated jail management system documents (In-Custody Informants only)
- If any errors or omissions are discovered, the respective Bureau Captain shall work with the Informant's handler and unit supervisor to correct the errors or omissions.
- Once the file is complete and free of any errors or omissions, the respective Bureau Captains will sign the Informant Update Form and place it in the respective Informant file.
- Once the annual audit is complete, the respective Bureau Captains shall document that each Informant file that was audited in their Master Informant Log.

Source of Information

- All Source of Information (SOI) files of inmates currently in-custody shall be audited on a quarterly basis by the Criminal Investigations Bureau (CIB) Captain.
- Upon the SOI's release from custody, a final audit shall be completed, and the SOI file will be inactivated.
- At the end of each quarter, the Custody Intelligence Unit (CIU) Supervisor shall review the material in the SOI files of inmates currently in-custody for completeness and thoroughness. Updated jail management system documents shall be added to the file.
- Once the CIU Supervisor deems the files to complete, he/she shall sign the SOI audit form and forward the completed files to the Criminal Investigations Bureau (CIB) Captain.
- The CIB Captain shall review each SOI file and ensure the below listed information is updated, accurate and complete.
 1. SOI Memo(s) (to include admonishment)
 2. All reports resulting from information provided by the SOI
 3. SOI Activity Log
 4. Updated Jail Management System documents related to the SOI, including any Jail Incident Reports, Classification Review Forms, and any grievances directly related to the inmate's SOI status (if applicable).
 5. If the inmate is a repeating SOI, the CIB Captain will ensure that the CIU Supervisor conducted an inmate interview and all resulting documentation is complete and accurate in accordance with Policy 608.2.2(6).
 6. SOI Quarterly Audit Forms
- If any errors or omissions are discovered, the CIB Captain shall work with the CIU Supervisor to correct the errors or omissions.
- Once the files are complete and free of any errors or omissions, the CIB Captain will sign the SOI audit form and place it in the respective SOI file.
- The CIB Captain shall document that each SOI file was audited in their Master SOI Log.
- The CIB Captain will notify the Constitutional Policing Advisor and Assistant Sheriff of the Investigations and Special Operations Command each time a quarterly SOI audit is completed. The CIB Captain shall provide audit results, deviations from policy (if any), and areas for improvement identified. These audits are in addition to the OCSD/OCDA Annual Informant/SOI Joint Audits.