



ANDERSON COUNTY  
SHERIFF'S OFFICE

GO - 216

## GENERAL ORDERS

## INFORMANTS

### PURPOSE:

Confidential sources of information are prerequisites to the successful solution of many crimes, as well as being important in other areas of investigation. They may provide information which results in the prevention of violence or disruption of public order.

### DEFINITIONS:

For the purpose of this policy, the following terms and definitions apply:

1. **Confidential Source** – Any person who discreetly provides information voluntarily.
2. **Informant** – A confidential source who does one or more of the following:
  - a. Provides information in exchange for monetary or other lawful consideration
  - b. By virtue of providing information is directed by the contact deputy to perform certain lawful acts
  - c. By this position or knowledge is solicited by the Sheriff's Office to provide information to which he has access
3. **Contact Deputy** – A deputy who maintains an ongoing professional relationship with a confidential source.
4. **Entrapment** – Activity on the part of a deputy or on behalf of his agency that induces or lures an otherwise innocent person to commit a crime he did not contemplate committing. It is the implanting of criminal intent in the mind of a person. Entrapment involves acts of persuasion, coercion, trickery or fraud carried out by deputies or their agents to induce a person to commit a crime, which he would not otherwise commit.

### REQUIRED RECORDS AND REPORTS:

After a deputy has developed a confidential source he intends to use again, he is to complete a **Confidential Source Identification Form**.

After a deputy has developed an informant he intends to use again, he is to explain the terms of the **Understanding of Function Form**, which appears on the reverse side of the Confidential Source Identification Form. Special attention is to be given to entrapment and its definition. The contact deputy is to sign and date the Understanding of Function Form when the explanation is made. Nothing in this section precludes the contact deputy from requiring a confidential source sign the Understanding Form in certain unusual or sensitive cases.

The **Confidential Source Identification Form and Understanding of Function Form** is to be maintained in a secure location by the Division

Commander or his designee. Access to completed forms is to be rigidly controlled.

Each time a contact deputy receives criminal information from an informant resulting in an investigation, he is to complete an Informant Contact File and forward it to his supervisor. A secure location for these files is to be maintained by the Division Commander or his designee. Access to information files is to be strictly controlled.

## **WORKING WITH INFORMANTS:**

**Informants of the opposite sex** – A contact deputy is to always meet with informants of the opposite sex in the presence of another deputy. If it is in the best interest of the Sheriff's Office, a contact deputy's supervisor may waive this requirement.

**Questionable situations involving informants** – In situations where the use and/or role of an informant are questionable, the contact deputy is to seek guidance from his supervisors or the Solicitor's Office.

**Promises / agreements** – A contact deputy is not to make promises, which he cannot keep to an informant. Any agreement regarding a pending criminal charge against an informant is to be made only by the Solicitor's Office.

**Informant safety** – Care is to be used in all circumstances, especially when activity involving an informant might create a life-threatening situation. Unless exigent circumstances exist, the Division Commander is to be notified as soon as possible about potentially hazardous situations involving informants.

**Juveniles as informants** – The Anderson County Sheriff's Office accepts information from any source seventeen (17) years of age and older. Persons less than 17 will not be used as informants without approval from their parents or guardians and a supervisor.

**Informants on parole or probation** – If it is known an informant is on supervised probation or parole, the contact deputy is to notify his/her probation officer to ensure using the informant does not interfere with conditions of probation or parole.

**Informants working for other deputies or agencies** – The contact deputy is to attempt to determine whether or not an informant is being used by another law enforcement agency and/or other law enforcement officer to avoid duplication of effort. The Narcotics Unit maintains a confidential file on each informant, to include:

- Biographical and background information
- Criminal history record, if any
- Payments made to the informant
- Information received from informant
- Informant's involvement in operations
- Informant's code name or number

All informant files are to be maintained under secured, restricted, and controlled access.

**PROTECTION OF  
INFORMANTS  
IDENTITY:**

Use of informants for the purpose of conducting and/or participating in a narcotics investigation is important; and in many instances, a successful investigation cannot be conducted without the use of confidential reliable informants. While the use of informants is a useful tool in investigations, the safety of the informant and protection of his/her identity is paramount. The anonymity of informants will be protected by restricting dissemination of informant identity only to persons with a need and a bona fide right, and when there is sufficient assurance that appropriate security of such information will be maintained. Therefore, employees of the Anderson County Sheriff's Office shall utilize all lawful means to protect the informant and his/her identity at all times.

The following procedures shall be followed to ensure that the identity of informants is protected:

A **Confidential Source Identification Form** shall be completed for all informants. This form is to be maintained in a secure location by the Division Commander or his designee. Access to completed forms is to be rigidly controlled.

- The Division Commander or his designee will maintain a confidential informant master file and log book containing a list of informants and the assigned CI number. CI files are confidential in nature and shall be secured in a locked file cabinet by the Division Commander. To ensure the data in these files are protected, all files will remain secured except when in authorized use and not left in a position that permits unauthorized access.
- As an extra measure, the informant upon being issued a CI number, shall be referred to as CI # ----, and the corresponding number assigned to that specific informant shall be utilized to both identify the informant to law enforcement and aid in the protection of his/her identity to all others.
- When meeting with an informant for the purpose of interviews and debriefs, division investigators will keep informants in a restricted access area that prohibits visibility by others outside the Division.

**RELIABILITY OF  
INFORMANT AND  
INFORMATION:**

The contact deputy is to try to establish credibility and reliability of information from an informant. Methods include, but are not limited to:

- Assessing any information previously provided

- Checking with other law enforcement agencies for which the informant provided information
- Surveillance
- The use of controlled test situations

**PAYMENTS TO  
INFORMANTS:**

**Paying informants** – Payments to informants for information may be made from the Evidence Procurement or Narcotics Fund. The commander or the deputy in charge of any special operation is to evaluate and approve fund expenditures.

**Payment expenditures** – Request for funds are to be submitted before payment. Disbursements in excess of \$100 are to be approved by the Division Commander or his designee.

All disbursements are recorded and kept on file by the Captain and/or Lieutenant of Special Operations.

The Narcotics Unit maintains receipts that include:

1. The amount and purpose of payment
2. Deputy's name
3. Informant's code or name
4. Information or material purchased
5. Subsequent law enforcement action, if any
6. Date and case number

Records of Evidence Procurement Fund expenditures are to be maintained in a secure manner by the appropriate commander. An audit of Evidence Procurement funds is conducted quarterly or whenever deemed necessary by the Sheriff.

Approved by:  
John S. Skipper, Jr., Sheriff