



BJA Bureau of  
Justice Assistance

# 10 Simple Steps

to help your  
agency become  
a part of the  
*National  
Criminal  
Intelligence  
Sharing Plan*

Working towards  
systematically sharing  
law enforcement  
information among  
local, state, tribal, and  
federal law enforcement  
agencies—large or small

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Department of Justice

- 1. Recognize your responsibilities and lead by example**  
Recognize the value of sharing intelligence information within your own agency, and encourage the practice of sharing information with other law enforcement and public safety agencies. Use the guidelines and action steps outlined in the *National Criminal Intelligence Sharing Plan* ("Plan") to implement or enhance your organization's intelligence function.
- 2. Establish a mission statement and a policy to address developing and sharing information and intelligence data within your agency**  
The Plan provides model policies and guidelines for implementing or reviewing an agency's intelligence function. Examples include Criminal Intelligence Systems Operating Policies federal regulation 28 CFR Part 23, the International Association of Chiefs of Police's *Criminal Intelligence Model Policy*, and the Law Enforcement Intelligence Unit's (LEIU) *Criminal Intelligence File Guidelines*.
- 3. Connect to your state criminal justice network and regional intelligence databases, and participate in information sharing initiatives**  
Many states provide access to other government databases, including motor vehicles, corrections, and others. Regional intelligence databases and sharing initiatives promote communication and collaboration by providing access to other agencies' and organizations' investigative and intelligence data.
- 4. Ensure privacy issues are protected in policy and practice**  
The protection of individuals' privacy and constitutional rights is an obligation of government officials and is crucial to the long-term success of criminal intelligence sharing. The Plan provides guidelines that support policies which will protect privacy and constitutional rights while not hindering the intelligence process. Implementing and supporting privacy policies and practices within your agency will also reduce your organization's liability concerns.
- 5. Access law enforcement Web sites, subscribe to law enforcement listservs, and use the Internet as an information resource**  
Many Web sites on the Internet and others on closed networks provide valuable intelligence assessments and news. Listservs provide instant and widespread communication for investigators. Listservs allow both the receipt and distribution of intelligence information. The Internet provides a wealth of open-source information, including government information and access to private agencies that share with law enforcement.
- 6. Provide your agency members with appropriate training on the criminal intelligence process**  
Some training models or modules are already found in Internet-based and interactive CD-ROMs, such as the International Association of Law Enforcement Intelligence Analysts (IALEIA), National White Collar Crime Center, and LEIU "Turn Key Intelligence." A listing of available intelligence training sources and specifically scheduled classes is found on the IALEIA Web site: [www.ialeia.org](http://www.ialeia.org). This listing allows individuals to directly contact training source agencies and organizations for more information on classes and schedules.
- 7. Become a member of your in-region Regional Information Sharing Systems® (RISS) center**  
RISS operates the only secure Web-based nationwide network for communication and exchange of criminal intelligence information by local, state, federal, and tribal participating law enforcement member agencies. RISS partners with other law enforcement systems to electronically connect them to RISSNET™, including High Intensity Drug Trafficking Areas (HIDTA) Investigative Support centers and other federal and state agency systems.
- 8. Become a member of the FBI's Law Enforcement Online (LEO) system**  
The FBI's LEO system is a sensitive but unclassified, real-time information sharing communications system for all levels of the law enforcement community and available at no cost to its approximately 40,000 users. LEO provides secure e-mail capability, a national alert mechanism, and access to over 125 special-interest groups for sharing information by providing access to other networks, systems, databases, and other services.
- 9. Partner with public and private infrastructure sectors**  
Regular communication with the entities that control America's critical infrastructures such as energy, agriculture, transportation, and shipping is critically important to ensuring the safety and security of the citizens in your community.
- 10. Participate in local, state, and national intelligence organizations**  
In most areas of the country, there are locally based intelligence organizations that welcome participation from all agencies and are often affiliated with state and national organizations.



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