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## Informants

### 604.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

#### 604.1.1 DEFINITIONS

Definitions related to this policy include:

**Informant** - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Urbana Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Urbana Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

### 604.2 POLICY

The Urbana Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

### 604.3 USE OF INFORMANTS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### 604.3.3 INITIAL APPROVAL

Before using an individual as an informant, an officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

### 604.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

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- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Street Crimes Unit supervisor or their authorized designees.
  - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Urbana Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
  - 1. Members shall not become intimately involved with an informant.
  - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Street Crimes Unit supervisor.
  - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) [REDACTED]
  - 1. [REDACTED]
- (f) [REDACTED]
- (g) [REDACTED]
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

#### 604.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant is unsuitable will document the decision in file notes and mark the file "unsuitable" when appropriate.

- [REDACTED]
- (a) [REDACTED]
  - (b) [REDACTED]
  - (c) [REDACTED]
  - (d) [REDACTED]

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- (e) [REDACTED]
- (f) [REDACTED]
- (g) [REDACTED]

#### 604.5 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Street Crimes Unit supervisor will discuss the above factors with the Patrol Division Commander and recommend the type and level of payment subject to approval by the Chief of Police.

##### 604.5.1 AUDIT OF PAYMENTS

The Street Crimes Unit supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

Periodically, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. [REDACTED]

##### 604.5.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income.

##### 604.5.3 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of [REDACTED] and under may be paid in cash from a Street Crimes Unit buy/expense fund.
  1. The Street Crimes Unit supervisor shall sign the voucher for cash payouts from the buy/expense fund.

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(b) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form. The cash transfer form shall include the following:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

(c) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(a) [REDACTED]

(b) [REDACTED]

(c) [REDACTED]

(d) [REDACTED]

(e) [REDACTED]

(f) [REDACTED]

(g) [REDACTED]

(h) [REDACTED]

(i) [REDACTED]

(j) [REDACTED]

(k) [REDACTED]