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February 20, 2018

Gordon Dritschilo
Rutland Herald
Gordon.dritschilo@rutlandherald.com

Re: Public Records Request

Dear Mr. Dritschilo,

I write in response to your public record act request dated February 14, 2018. Attached please find records in response to your request. To the extent you seek current confidential informant policies or related records of any other law enforcement agency, we recommend you contact such agencies directly.

We hope this information is helpful to you.

Sincerely,

A handwritten signature in black ink, appearing to read "Bram Kranichfeld".

Bram Kranichfeld
Criminal Division Chief

Electronically Transmitted



Informants

1.0 PURPOSE

1.1 The purpose of this policy is to provide regulations for the control of cooperating individuals (CI).

2.0 POLICY

2.1 Prior to using information derived from a cooperating individual:

1. The cooperating individual's identity shall be screened to determine if (s)he has proven to be unreliable or a danger to other law enforcement personnel.
2. An assessment will be made by the member and the Criminal Division Chief or designee to determine if the information is:
 1. Received from an established and/or reliable source.
 2. Logical, consistent and probable.
 3. Confirmed by information from an independent investigation.

2.2 The use of any cooperating individual by any member shall be approved by the Criminal Division Chief or designee.

2.3 A file containing documentation of meetings between the cooperating individual and the member, shall be kept by the member who develops the individual.

2.4 Members shall constantly evaluate the informant's activity and attempt to maintain control over those activities to insure investigative integrity.

2.5 Members shall maintain a professional working relationship with, and are cautioned not to become emotionally involved with, any cooperating individual.

2.6 The role of the cooperating individual shall be agreed upon and approved by the member prior to any incident in which they are used.

2.7 Unless the safety of the informant is in jeopardy, members shall, when appropriate, use court authorized audio surveillance equipment to monitor the cooperating individuals activities. The use of this equipment shall be at the discretion of the member and never at the discretion of the cooperating individual.

3.0 PROCEDURE

3.1 Establishment of an Informant File System

1. Prior to utilizing a cooperating individual, the developing member shall complete an AG 914 form on each cooperating individual which shall include the following:

1. Cooperating individual's name.
2. Aliases.
3. C.I. "Call name" (Assigned by Member).
4. Initiating member's name.
5. Evaluation, credibility, and reliability.
6. C.I. number (Example AA-001-16).

1. AA - developing member's initials.

2. 001 - sequential number of informants developed that year.

3. 16 - year the informant was developed.
 7. Date and place of birth.
 8. Height, weight, hair color, eye color, race, sex, scars, tattoos, or other distinguishing features.
 9. Current home address and telephone number.
 10. Current employer, position, address and telephone number.
 11. Marital status and number of children.
 12. Vehicles owned and registration numbers.
 13. Places frequented.
 14. Names and addresses of nearest relatives.
 15. Signature samples: Three (3) each of given name and call name.
 16. Subject known by following officers.
 17. Cooperating individual's criminal history, photograph and fingerprints.
2. The Criminal Division Chief or designee shall be responsible for developing and maintaining an informant file comprised of all completed AG 914 forms. This file shall be maintained in a secure location.
 1. Prior to utilizing a C.I., the member shall submit a photocopy of the completed AG 914 form to the Criminal Division Chief or designee to be included in the cooperating individual's files.
 3. Access to informant files shall be based on a need to know and approval by the Criminal Division Chief or designee.

3.2 Use of Informants

1. Before using an individual as an informant, a member must receive approval from the Criminal Division Chief or designee.
2. No member shall attempt to utilize an intensive supervision parole officer as a means to induce or persuade a parolee under the intensive supervision program to become an informant unless:
 1. It is with the full knowledge and consent of the by the Criminal Division Chief, and
 2. It is with full knowledge and consent of the probation officer.
3. Prior to use, all cooperating individuals shall be informed of the following:
 1. They are not to carry weapons.
 2. They will be prosecuted if found engaging in any illegal activity. They will receive no special considerations and therefore, are not to participate in any criminal activity.
 3. Cooperating individuals are not to engage in, and the member will not condone, any actions that may be considered entrapment. (Entrapment occurs when the cooperating individual encourages, persuades, or otherwise motivates, a person who normally is not predisposed to engage in criminal activity.)
 4. The Criminal Division Chief will be notified of and give prior approval to any agreement which will help the cooperating individual with pending criminal charges before the informant is used.
 5. The cooperating individual will abstain from alcohol and drug use prior to any meetings with the police officer.

6. The cooperating individual shall be made aware that they are never to purchase or possess any type of contraband without the prior knowledge of the member.

3.3 Investigative Procedures

1. An attempt should be made to adhere to these procedures, however circumstances may arise in which a deviation may be necessary.
 1. The cooperating individual shall be briefed concerning his/her role prior to use, stressing that there will be no deviations from planned procedures.
 2. The cooperating individual shall also be advised when, where and how to contact the officer. If the informant fails to follow instructions - he/she shall not be used.
 3. Meetings set between the cooperating individuals and the target should allow for ease of surveillance by police personnel.
 4. Before any meetings between cooperating individuals and targets are monitored and recorded, a search warrant will be obtained, if needed.
 5. When appropriate, an attempt shall be made to corroborate any purchase of evidence by having the cooperating individual contact the target by telephone. Such contact may be recorded.
CAUTION: It should be kept in mind that in certain circumstances these recorded conversations will be discoverable during court proceedings and the identity of the cooperating individual may be disclosed.
 6. The cooperating individual shall be searched prior to any anticipated meeting with a target when the purchase of contraband is planned to ensure that the cooperating individual is not in possession of contraband or other money. This shall include the cooperating individual's vehicle, if utilized.

7. All funds which are given to a cooperating individual for the purchase of contraband will be recorded, including the serial number from each bill, and kept in the case file.
8. After any meeting between a cooperating individual and a target, the cooperating individual and vehicle, if appropriate, will be immediately searched. Evidence will be retrieved and secured. If the contraband is suspected drugs, it shall be field tested prior to being placed into evidence.
9. A written or taped statement shall be obtained from the cooperating individual after any meeting with the target. Special emphasis should be placed on details which occurred out of sight or hearing of the surveillance officers. CAUTION: This statement may be a discoverable item and the identity of the informant could be disclosed.
10. If the cooperating individual proves to be dangerous or unreliable, the same should be documented in the case management system as a separate case.