

14.210 REAL TIME CRIME CENTER INFORMATION REQUESTS

References:

Procedure 12.537, Mobile Video/Digital Video Recording Equipment
Procedure 12.700, Search Warrants/Consent to Search
Procedure 12.701, Electronic Search Warrants
Procedure 12.809, Court orders for Telephone Records
Procedure 14.205, Social Media
Investigations Manual
Title 28, Part 23 of the Code of Federal Regulations (28 CFR Part 23)
Ohio Revised Code 2913.49: Identity fraud
City of Cincinnati Administrative Rule No. 59 – Social Media
City of Cincinnati Human Resources Policies and Procedures - Chapter 9
Form 606: Mobile Video/Audio Recording Records Request

Definitions:

Data Mining - the practice of searching through large amounts of computerized data to find useful patterns or trends.

Social Media - A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo and video sharing sites, wikis, blogs, and news sites.

Purpose:

To insure a standard product is returned for requests received by Real Time Crime Center (RTCC) intelligence analysts and that necessary documentation is completed for each step.

Policy:

No Department member will engage in covert data mining without the consent of his/her commander. This includes using covert accounts on social media (See Procedure 14.205). There are federal and state laws which restrict the covert use of social media by law enforcement. Officers not familiar with the restrictions placed on law enforcement regarding the covert use of social media should contact RTCC personnel, the City Solicitor's Office, or the Hamilton County Prosecutor's Office.

Information:

The potential to mine data through technology grows exponentially every year. This procedure is intended to define a process for obtaining criminal intelligence during the investigation of crimes and the identification of individuals who may be involved in crime by utilizing this technology. RTCC personnel are available to assist Department personnel in its use. RTCC has the ability to search numerous databases simultaneously and can find a vast amount of intelligence with very limited information. It is recommended that personnel contact RTCC to determine if RTCC may be able to assist in their investigations.

PROCEDURE:**A. Making Requests for Products**

1. All requests must be in writing (email to RTCC@cincinnati-oh.gov is sufficient). This may be done following an initial phone call, but no products will be generated without a written request.
 - a. Requests for assistance with large scale investigations involving several districts/sections/units require an email directed to the RTCC commander from the commanding officer who is coordinating the investigation.
2. Requests should be as detailed as possible and contain:
 - a. Type of investigation (e.g. drug complaint, criminal investigation, missing person, etc.)
 - b. Specific nature of request (e.g. identification of a subject, locating a subject, phone information, etc.)
 - c. The context of the investigation and any known information that may assist in completing the request
 - d. Estimate of importance for return of product.
 - 1) On occasion, there may be an urgent need for the information to be returned as soon as possible. Personnel should be cognizant of the fact that some of these requests take considerable time depending on the depth of the request and that personnel assigned to RTCC are involved in many investigations at one time. Most turn around time on requests is several hours to two days.

3. Requests for information from the Citywide Neighborhood Public Safety (CNPS) camera project
 - a. RTCC personnel will review video for up to a one hour time frame for any offense requested. Requests for review of video over one hour will be copied to DVD(s) and given to the requestor for their review.
 - 1) A Form 606, Digital Audio/Video Records Request, is required for all copies of video