



# LONDONDERRY POLICE DEPARTMENT POLICIES AND PROCEDURES

<b>POLICY NO:</b> S-309	<b>DATE OF ISSUE:</b> November 1, 1997	<b>EFFECTIVE DATE:</b> November 1, 1997	<b>REVISED DATE:</b> January 10, 2016
<b>SUBJECT: STATE OF NEW HAMPSHIRE DRUG INTELLIGENCE REPORT</b>			<b>PAGE:</b> 1 of 1
<b>BY AUTHORITY OF:</b> William R. Hart Chief of Police	<b>CALEA #</b>	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS <b>POLICY #:</b> S-309	<b>Dated:</b> 11/01/97

## I. PROCEDURES

- A. State of New Hampshire Drug Intelligence Report Forms shall be stored with the Sergeant's Reports and forms and obtained from a Sergeant when an employee has information he/she would like forwarded to the Londonderry Police Department Drug Enforcement Section.
- B. The New Hampshire Drug Intelligence Report shall be typed or completed by printing the information for purposes of clarity.
- C. The Drug Intelligence Reports shall be submitted to the Detective assigned to Drug Enforcement upon completion by the employee.
- D. The Drug Enforcement Detective may forward or cause to be forwarded, when appropriate, State of New Hampshire Drug Intelligence Reports to:
  - i. White Copy - Retained by detectives, confidential files, and to be entered into detectives' computer files.
  - ii. Canary Copy - Drug Task Force
  - iii. Pink Copy - NESPIN
  - iv. Goldenrod Copy - New Hampshire State Police
- E. **NOTE:** To protect the confidentiality of ongoing confidential investigations, copies of the Drug Intelligence Forms shall not be forwarded to outside agencies until appropriate to do so on a case by case basis, determined by the Drug Enforcement Detective and/or the Operations Division Commander.

- II. These policies and procedures replace and supersede all policies, procedures, rules, regulations, and written directives regarding STATE OF NEW HAMPSHIRE DRUG INTELLIGENCE REPORT.