



GREENVILLE COUNTY
SHERIFF'S OFFICE

GENERAL ORDERS

INFORMANTS

PURPOSE:

Confidential sources of information are prerequisites to the successful solution of many crimes, as well as being important in other areas of investigation. They may provide information that results in the prevention of violence or disruption of public order.

DEFINITIONS:

For the purpose of this policy, the following terms and definitions apply:

1. **Confidential Source** – Any person who discreetly provides information voluntarily.
2. **Informant** – A confidential source who does one or more of the following:
 - a. Provides information in exchange for monetary or other lawful consideration.
 - b. By virtue of providing information is directed by the contact deputy to perform certain lawful acts.
 - c. By this position or knowledge is solicited by the Sheriff's Office to provide information to which he has access.
3. **Contact Deputy** – A deputy who maintains an ongoing professional relationship with a confidential source.
4. **Entrapment** – Activity on the part of a deputy or on behalf of his/her agency that induces or lures an otherwise innocent person to commit a crime they did not contemplate committing. It is the implanting of criminal intent in the mind of a person. Entrapment involves acts of persuasion, coercion, trickery or fraud carried out by deputies or their agents to induce a person to commit a crime, which he/she would not otherwise commit.

**REQUIRED RECORDS
AND REPORTS:**

After a deputy has developed a **confidential source** they intend to use again, they are to complete a **Confidential Informant Fact Sheet**.

After a deputy has developed an **informant** they intend to use again, they are to explain the terms of the **Special Consent Form**, which appears on the reverse side of the Confidential Informant Fact Sheet. Special attention is to be given to entrapment and its definition. The contact deputy is to sign and date the Understanding of Function Form when the explanation is made. Nothing in this section precludes the contact deputy from requiring a confidential source sign the Understanding Form in certain unusual or sensitive cases.

The **Confidential Source Identification Form and Understanding of Function Form** are to be maintained in a secure location by the Division Commander or their designee. Access to completed forms is to be rigidly controlled.

Each time a contact deputy receives criminal information from an informant resulting in an investigation, they are to complete a **Confidential Informant Activity Record** and forward it to their supervisor. A secure location for these files is to be maintained by the Division Commander or their designee. Access to information files is to be strictly controlled.

WORKING WITH INFORMANTS:

Informants of the opposite sex - A contact deputy is to always meet with informants of the opposite sex in the presence of another deputy. If it is in the best interest of the Sheriff's Office, a contact deputy's supervisor may waive this requirement.

Questionable situations involving informants - In situations where the use and/or role of an informant are questionable, the contact deputy is to seek guidance from their supervisor or the Solicitor's Office.

Promises / agreements - A contact deputy is not to make promises, which they cannot keep to an informant. Any agreement regarding a pending criminal charge against an informant is to be made only by the Solicitor's Office.

Informant safety - Care is to be used in all circumstances, especially when activity involving an informant might create a life-threatening situation. Unless exigent circumstances exist, the Division Commander is to be notified as soon as possible about potentially hazardous situations involving informants.

Juveniles as informants - The Greenville County Sheriff's Office accepts information from any source eighteen years of age and older. Persons less than eighteen will not be used as informants without approval from their parents or guardians and a supervisor.

Informants on parole or probation - If it is known an informant is on supervised probation or parole, the contact deputy is to notify their probation officer to ensure using the informant does not interfere with conditions of probation or parole.

Informants working for other deputies / other agencies - The contact deputy is to attempt to determine whether or not an informant is being used by another law enforcement agency and/or other law enforcement officer to avoid duplication of effort.

Vice and organized crime units are to maintain a confidential file on each informant, to include:

- Biographical and background information.
- Criminal history record, if any.
- Payments made to the informant.
- Information received from informant.
- Informant's involvement in operations.
- Informant's code name or number.

All informant files including related codes are to be maintained under secured, restricted, and controlled access.

RELIABILITY OF INFORMANT AND INFORMATION:

The contact deputy is to try to establish credibility and reliability of information from an informant. Methods include, but are not limited to:

- Assessing any information previously provided.
- Checking with other law enforcement agencies for which the informant provided information.
- Surveillance.
- The use of controlled test situations.

PAYMENTS TO INFORMANTS:

Paying informants - Payments to informants for information may be made from the Evidence Procurement Fund. The commander or the deputy in charge of any special operation is to evaluate and approve fund expenditures.

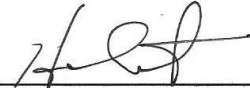
Payment expenditures - Request for funds are to be submitted before payment. Disbursements in excess of \$500 are to be approved by the Sheriff or his designee.

All disbursements are recorded in the appropriate section of the Evidence Procurement Fund Expenditure Form, in accordance General Order 141 Fiscal Management.

Vice and organized crime units maintain receipts after payment that include:

1. The amount and purpose of payment.
2. Deputy's name.
3. Informant's code or name.
4. Information or material purchased.
5. Subsequent law enforcement action, if any.
6. Date and case number.

Records of Evidence Procurement Fund expenditures are to be maintained in a secure manner by the appropriate commander. An audit of Evidence Procurement funds is conducted quarterly or whenever deemed necessary by the Sheriff.



Hobart Lewis, Sheriff