Informants

603.1 PURPOSE AND SCOPE

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

603.1.1 DEFINITIONS

Definitions related to this policy include:

Compelling Public Interest*:* means, for purposes of this policy, situations in which failure to act would result or likely result in loss of life, serious injury, or have some serious negative consequence for persons, property, or public safety and therefore demand action.

Confidential Informant (CI) - A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and;

a. seeks to avoid arrest or prosecution for a crime, mitigate punishment for a crime in which a sentence will be or has been imposed, or receive a monetary or other benefit; and
b. is able, by reason of the person's familiarity or close association with suspected criminals, to:
    1. make a controlled buy or controlled sale of contraband, controlled substance, or other items that are material to a criminal investigation;
    2. supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
    3. otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

Confidential Informant File - means a file maintained to document all information that pertains to a confidential informant.

Controlled Buy - means the purchase of contraband, controlled substances, or other items that are material to a criminal investigation from a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.

Controlled Sale - means the sale of contraband, controlled substances, or other items that are material to a criminal investigation to a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.

Mental Harm - means a psychological injury that is not necessarily permanent but results in visibly demonstrable manifestations of a disorder of thought or mood that impairs a person's judgment or behavior.

Overseeing agent*:*means the officer primarily responsible for supervision and management of a confidential informant.

Target Offender - means the person suspected by law enforcement personnel to be implicated in criminal acts by the activities of a confidential informant.

Unreliable Informant File - means a file containing information pertaining to an individual who has failed at following an established written confidential informant agreement and has been determined to be generally unfit to serve as a confidential informant.

603.2 POLICY

The Hermantown 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 to establish procedures and protocols that take necessary precautions concerning the recruitment, control and use of confidential informants.

603.2.1 POST MODEL POLICY

It is the policy of the Department to follow the requirements of the Confidential Informants Model Policy, established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8476).

Confidential Informants Model Policy.pdf

603.3 INFORMANT COORDINATOR

The Director of Public Safety or the authorized designee should designate an informant coordinator responsible for remaining familiar with the requirements and guidelines set forth in Minn. Stat. § 626.8476 and the MN POST Confidential Informants Model Policy.

The coordinator is also responsible for implementing department procedures and protocols concerning the recruitment, control, and use of informants, as adopted by the model policy, including but not limited to:

a. Establishing general guidelines related to the oversight of informants such as:
    1. The execution of informant agreements.
    2. The use of informants in exigent circumstances.
    3. Supervisor review of informant files and informant agreements, and attendance at debriefings and meetings.
    4. Communication strategies and plans to address the confidentiality and integrity of the department /informant relationship.
    5. The screening of informants for personal safety or mental health concerns before and after their use.
b. Developing procedures for determining initial and continued suitability, and preparing related reports (e.g., Initial Suitability Report, Continuing Suitability Report).
    1. Procedures should include a process for forwarding the results of initial and continuing suitability determinations to appropriate department members.
    2. The local prosecutor's office should be consulted before engaging individuals who require special review and approval (e.g., juveniles, government officials, those individuals obligated by legal privilege of confidentiality).

c. Creating a process for identifying individuals who may be or who may become unsuitable to serve as informants (e.g., individuals receiving in-patient or partial-hospitalization treatment for a substance use disorder or mental illness, participating in a treatment-based drug court program or treatment court, having overdosed in the last 12 months, having a physical or mental illness that impairs the ability to understand instructions and make informed decisions).
d. Working with department members to identify informants who should be referred to prevention or treatment services.
e. Addressing jurisdictional issues to ensure proper coordination in the use of informants.
f. Working with the Detective Bureau supervisor to manage the informant file system, including establishing guidelines regarding access, review, and disclosure.
g. Establishing deactivation procedures.
h. Making any necessary updates to agency procedures.
i. Certifying annually to MN POST that the Department has adopted a policy that complies with the requirements of the model policy as required by Minn. Stat. § 626.8476, Subd. 3.

603.4 USE OF INFORMANTS

603.4.1 INITIAL APPROVAL AND SUITABILITY DETERMINATION

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The 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.

An initial suitability determination must be conducted on any individual being considered for a role as a CI. The initial suitability determination includes the following:

a. An officer requesting use of an individual as a CI must complete an Initial Suitability Report. The report must be submitted to the appropriate individual or entity, as determined by the agency chief executive, to review for potential selection as a CI. The report must include sufficient detail regarding the risks and benefits of using the individual so that a sound determination can be made. The following information must be addressed in the report, where applicable:
    1. Age, sex, and residence
    2. Employment status or occupation
    3. Affiliation with legitimate businesses and illegal or suspicious enterprises
    4. Extent to which potential information, associations, or other assistance could benefit a present or future investigation
    5. Relationship with the target of an investigation
    6. Motivation in providing information or assistance
    7. Risk of adversely affecting an existing or future investigation
    8. Extent to which provided information can be corroborated

9. Prior record as a witness
10. Criminal history, to include whether he or she is the subject of a pending investigation, is under arrest, or has been charged with a crime
11. Risk to the public or as a flight risk
12. Consultation with the individual's probation, parole, or supervised release agent, if any
13. Consideration and documentation of the individual's diagnosis of mental illness, substance use disorder, traumatic brain injury, or disability; and consideration and documentation of the individual's history of mental illness, substance use disorder, traumatic brain injury or disability
14. Relationship to anyone in law enforcement
15. Risk of physical harm to the potential CI or their immediate family or relatives for cooperating with law enforcement
16. Prior or current service as a CI with this or another law enforcement organization

b. Prior to an individual's use as a CI, a supervisor or other designated authority must review the Initial Suitability Report and determine if the individual is authorized to serve as a CI.

c. Any prospective or current CI must be excluded from engaging in a controlled buy or sale of a controlled substance if the prospective or current CI:
    1. is receiving in-patient treatment or partial-hospitalization treatment administered by a licensed service provider for a substance use disorder or mental illness; or
    2. is participating in a treatment-based drug court program or treatment court; except that
    3. the prospective or current CI may provide confidential information while receiving treatment, participating in a treatment-based drug court program or treatment court.

d. Documentation and special consideration must be made of the risks involved in engaging a prospective or current CI in the controlled buy or sale of a controlled substance if the individual is known, or has reported, to have experienced a drug overdose in the previous 12 months.

e. Any prospective or current CI who is known to abuse substances, or is at risk for abusing substances, should be provided referral to prevention or treatment services.

f. Any prospective or current CI that has a physical or mental illness that impairs the ability of the individual to understand instructions and make informed decisions should be referred to a mental health professional or other appropriate medical professional, or a case manager/social worker from the county social services agency, or other substance abuse and mental health services.

g. Each CI's suitability must be reviewed every 6 months, at a minimum, during which time the CI's overseeing agent must submit a Continuing Suitability Report addressing the foregoing issues in section 603.4.1, A (1-16) and section 603.4.1 (c-f), where applicable. An initial suitability determination must be conducted on a reactivated CI regardless of the length of inactivity.

h. Any information that may negatively affect a CI's suitability during the course of their use must be documented in the CI's file and forwarded to the appropriate authorized personnel as soon as possible.

i. Supervisors must review informant files regularly with the overseeing agent and must attend debriefings of CIs periodically as part of the informant management process. If a CI is active for more than 12 months, a supervisory meeting with the CI must be conducted without the overseeing agent.

j. CI contracts must be terminated, and the CI file placed in inactive status when the CI has not been utilized for 6 months or more.

603.4.2 EXIGENT CONFIDENTIAL INFORMANTS

Certain circumstance arise when an individual who has been arrested is willing to immediately cooperate and perform investigative activities under the direction of an overseeing agent. In these circumstances, the initial suitability determination can be deferred and an individual may be utilized as a CI for a period not to exceed 12 hours from the time of arrest if:

a. The individual is not excluded from utilization as a confidential informant under section 603.4.1 C (1-3) of this policy; and
b. There is compelling public interest or exigent circumstances exist that demand immediate utilization of the individual as a confidential informant and any delay would significantly and negatively affect any investigation; and
c. A supervisor has reviewed and approved the individual for utilization as a CI under these circumstances.

Upon the conclusion of the 12-hour window, or at any time before, an initial suitability determination must be conducted before the individual engages in any further CI activities.

603.4.3 JUVENILE INFORMANTS

Certain individuals who are being considered for use as a CI require special review and approval. In all instances, the agency's chief executive or their designee and the office of the prosecutor or county attorney should be consulted prior to the use of these individuals as CIs. These individuals include the following:

a. Use of a juvenile under the age of 18 for participating in a controlled buy or sale of a controlled substance or contraband may be undertaken only with the written authorization of the individual's parent(s) or guardian(s), except that the juvenile informant may provide confidential information.
b. Authorization for such use should be granted only when a compelling public interest can be demonstrated, except that
    1. Juveniles under the guardianship of the State may not be used as a confidential informant.

The use of informants under the age of 13 is prohibited.

603.4.4 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

Any physical or mental illness that impairs the confidential informants (CI's) ability to knowingly contract or otherwise protect the informant's self-interest must be taken into consideration before the CI signs the agreement.

The CI's overseeing agent must discuss each of the provisions of the agreement with the CI, with particular emphasis on the following:

a. CI's may voluntarily initiate deactivation, whereupon the protocols outlined in section E of this policy must be followed
b. CI's are not law enforcement officers. They shall be told they are not acting as police officers, employees or agents of the Hermantown Police Department, and that they shall not represent themselves as such. They have no arrest powers, are not permitted to conduct searches and seizures, and may not carry a weapon while performing activities as a CI
c. CI's found engaging in any illegal activity beyond what is authorized by the agency and conducted while under the supervision of an overseeing agent, will be subject to prosecution
d. CI's are prohibited from engaging in actions or activities that could be deemed entrapment. The meaning of the term and implications of such actions must be explained to each CI
e. CI's are prohibited from engaging in self-initiated information or intelligence gathering without agency direction and approval. The CI must not take any actions in furtherance of an investigation without receiving specific instruction(s) from the overseeing agent or agency
f. Every reasonable effort will be taken to ensure the confidentiality of the CI but, upon judicial order, he or she may be required to testify in open court
g. CI's may be directed to wear a listening and recording device
h. CI's must be required to submit to a search before and after a controlled purchase
i. CI's who participate in unplanned or unanticipated activities or meet with a subject(s) under investigation in a location outside of the jurisdictional boundary of the handling agency must promptly report that activity or meeting to their overseeing agents

Informants will be given and sign the following forms in order to participate as an informant for the Hermantown Police Department. These forms outline the parameters by which the informant will operate. The required signatures on each form will be obtained before use of any informant:

Informant Agreement.pdf

Informant Advisement.pdf

Informant Info Form.pdf

Signature Form.pdf

Funds Receipt.pdf

Informant Deactivation.pdf

603.4.5 OVERSEEING CONFIDENTIAL INFORMANTS

General guidelines for overseeing CI's are as follows:

a. CI's must be treated as assets of the agency, not the individual overseeing agent.
b. No promises or guarantees of preferential treatment within the criminal justice system will be made to any informant without prior approval from the prosecuting authority.
c. CI's must not be used without authorization of the agency through procedures identified in this policy.
d. CI's must not be used to gather information purely of a political nature or for other information-gathering efforts that are not connected with a criminal investigation.
e. Under no circumstances must an informant be allowed access to restricted areas or investigators' work areas within a law enforcement agency.

Confidential Informant activity outside jurisdictional boundaries;

a. Investigators handling CI's who engage in operational activity in locations outside the jurisdictional boundaries of the agency must coordinate with counterparts in law enforcement agencies that have jurisdiction in that location where the CI will operate before any activity occurs, or in a timely manner after unanticipated activity occurs and is brought to the attention of the overseeing agent.
b. Any decision to defer or delay notice to or coordinate with an outside agency having jurisdiction in the area where a CI has or may operate must be documented, reviewed, and approved by the agency's chief executive or their designee.

Officers must take the utmost care to avoid conveying any confidential investigative information to a CI, such as the identity of other CI's, surveillance activities, or search warrants, other than what is necessary and appropriate for operational purposes.

603.5 INFORMANT INTEGRITY

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

a. The identity of an informant acting in a confidential capacity shall not be withheld from the Director of Public Safety, Deputy Chief, Detective Bureau 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.
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 Detective Bureau supervisor.
    3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
e. Meetings with informants must be conducted in private with another officer or agent present and with at least one officer or agent of the same sex, except when not practical. The meeting location should minimize the potential for discovery of the informant's cooperation and provide sufficient space to complete necessary

administrative duties. The meetings must be documented and subsequently entered into the individual's CI file. officer Detective Bureau

1. Officers

f. When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
g. In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
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.
i. Overseeing agents must develop and follow a communications strategy and plan with the CI that minimizes, to the greatest extent possible, the risk of discovery or compromise of the relationship between the agency and the CI. This plan should also aim to prevent the detection, compromise, or interception of communications between the overseeing agent and the CI.
j. Procedures must be instituted to assist CIs with concealing their identity and maintaining their safety. Care should be given not to expose CIs to unnecessary safety risks.
k. Preceding or following every buy or sale of controlled substances, overseeing agents must screen the CI for any personal safety or mental health concerns, risk of substance abuse, and/or potential relapse in any substance abuse recovery.
    1. At the request of the CI, or if the overseeing agent deems it necessary, reasonable efforts should be taken to provide the CI with referral to substance abuse and/or mental health services.
    2. Overseeing agents must document:
        a. the screening,
        b. any referral to services provided to, or requested by, the CI, and
        c. any refusal by the CI to participate in the screening and/or any refusal by the CI to accept referral to services. Reasons for the CI's refusal must be documented, where applicable.
    3. No part of this subsection supersedes Minn. Stat. § 253B.05, Subd. 2.
    4. <u>Reasonable protective measures must be provided for a CI when any member of this agency knows or should have known of a risk or threat of harm to a person serving as a CI and the risk or threat of harm is a result of the informant's service to this agency.</u>
        a. <u>Overseeing agents must:</u>
            a. <u>evaluate and document the criminal history and propensity for violence of target offenders; and</u>
            b. <u>to the extent allowed, provide this information to the CI if there is a reasonable risk or threat of harm to the CI as a result of the CI's interaction with the target offender.</u>
        b. <u>Reasonable efforts and precautions must be made to help protect the identity of a CI during the time the person is acting as an informant.</u>
        c. <u>Whenever possible, officers must corroborate information provided by a CI and document efforts to do so.</u>
        d. <u>The name of a CI must not be included in an affidavit for a warrant unless judicial authority is obtained to seal the document from the public record or the CI is a subject of the investigation upon which the affidavit is based.</u>

e. Overseeing agents are responsible for ensuring that information of potential value to other elements of the agency is provided promptly to authorized supervisory personnel and/or other law enforcement agencies as appropriate.
f. Individuals leaving employment with the agency have a continuing obligation to maintain as confidential the identity of any CI and the information he or she provided unless obligated to reveal such identity or information by law or court order

603.5.1 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 may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

a. The informant has provided untruthful or unreliable information in the past.
b. The informant behaves in a way that may endanger the safety of an officer.
c. The informant reveals to suspects the identity of an officer or the existence of an investigation.
d. The informant appears to be using his/her affiliation with this department to further criminal objectives.
e. The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
f. The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
g. The informant commits criminal acts subsequent to entering into an informant agreement.

603.6 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Detective Bureau. The Detective Bureau supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Director of Public Safety, Deputy Chief, Detective Bureau supervisor or their authorized designees.

The Investigation Deputy Chief should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Detective Bureau supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.6.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

The agency chief executive must designate a file supervisor who must be responsible for developing and maintaining master CI files and an indexing system.

a. A file must be maintained on each CI deemed suitable by the agency.
b. An additional Unreliable Informant File must be established for CIs deemed unsuitable during initial suitability determinations or at a later time.
c. Each file must be coded with an assigned informant control number for identification within the indexing system and must include the following information, where applicable:
    1. Name and aliases
    2. Date of birth
    3. Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos, or other distinguishing features
    4. Photograph
    5. Current home address and telephone numbers
    6. Current employers, positions, addresses, and telephone numbers
    7. Vehicles owned and registration information
    8. Places frequented
    9. Briefs of information provided by the informant and the informant's subsequent reliability
        a. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
    10. Name of the officer initiating use of the informant and any subsequent overseeing agents
    11. Signed informant agreement
    12. Update on active or inactive status of informant
    13. Emergency contact information
    14. Criminal history record
    15. Residential addresses in the last five years
    16. Social media accounts
    17. Marital status and number of children
    18. Gang affiliations or other organizational affiliations
    19. Special skills and hobbies
    20. Special areas of criminal expertise or knowledge

603.6.2 CONFIDENTIAL INFORMANT FILE REVIEW

Sworn personnel may review an individual's CI file only upon the approval of the agency's chief executive or their designee.

a. The requesting officer must submit a written request explaining the need for review. A copy of this request, with the officer's name, must be maintained in the individual's CI file.

b. No portion of an individual's CI file must be entered into any other electronic or related database without controls sufficient to exclude access to all but authorized personnel with a need and a right to know.
c. All disclosures or access to CI files must be recorded by the file supervisor, to include information such as the requesting officer or agency, the purpose of access or disclosure, the information conveyed, and the date and time of access or dissemination.
d. CI files must be reviewed only in designated areas of the law enforcement facility and returned as soon as possible to their secure file location.
e. Officers must not remove, copy, or disseminate information from the CI file.

603.6.3 DEACTIVATION OF CONFIDENTIAL INFORMANTS

A Confidential Informant deactivation procedure must be established as follows:

a. The overseeing agent must complete a deactivation form that includes, at minimum, the following:
    1. The name of the agency.
    2. The name of the confidential informant.
    3. The control number of the CI, where applicable.
    4. The date of deactivation.
    5. The reason for deactivation.
    6. A notification that contractual agreements regarding monetary re-numeration, criminal justice assistance, or other considerations, specified or not, are terminated.
    7. A notification that the agency will provide and assist the CI with referral to health services for assistance with any substance abuse disorder and/or physical, mental, or emotional health concerns, as requested or accepted by the CI.
    8. A signature by the CI or documentation indicating the reason(s) why the CI was unable or unwilling to sign the form
    9. A signature by the overseeing agent.
b. All reasonable efforts must be taken to maintain the safety and anonymity of the CI after deactivation.

603.7 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:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Detective Bureau supervisor will discuss the above factors with the Patrol Deputy Chief and recommend the type and level of payment subject to approval by the Director of Public Safety.

603.7.1 PAYMENT PROCESS

Hermantown Police Department All monetary compensation paid to confidential informants must be commensurate with the value of the information or assistance provided to the agency.

All confidential informant payments must be approved in advance by the officer in charge of confidential funds.

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

a. Payments of $500 and under may be paid in cash from a Detective Bureau buy/expense fund.
    1. The Detective Bureau supervisor shall sign the voucher for cash payouts from the buy/expense fund.
b. Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
    1. The check shall list the case numbers related to and supporting the payment.
    2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
    3. The statement shall be signed by the informant verifying the statement as a true summary of the informant's actions in the case.
    4. Authorization signatures from the Director of Public Safety and the City Administrator are required for disbursement of the funds.
c. To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
    1. The cash transfer form shall include the following:
        a. Date
        b. Payment amount
        c. Hermantown Police Department case number
        d. A statement that the informant is receiving funds in payment for information voluntarily rendered.
    2. The cash transfer form shall be signed by the informant.
    3. The cash transfer form will be kept in the informant's file.
    4. At least two officers should be present when payments are made.
    5. Any signature by the informant for receipt of payment should not contain the true identity of the informant but should use the informant's control number.
d. The appropriate individual, as designated by the agency's chief executive, must ensure that the process for authorization, disbursement, and documentation of CI payments, as well as the accounting and reconciliation of confidential funds, is consistent with agency policy.
e. If a CI is authorized to work with another law enforcement or prosecutorial agency, financial payments must be coordinated between the agencies in a manner that is proportionate to the assistance rendered to each agency and consistent with this section.
f. Written records of receipts are retained, or justification for the exception is documented when a written receipt is not available.

603.7.2 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. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.7.3 AUDIT OF PAYMENTS

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

At least once every six months, the Director of Public Safety or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e. g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

603.8 TRAINING

The Deputy Chief shall provide in-service training to officers, including part-time officers, in the recruitment, control, and use of confidential informants as required by Minn. Stat. § 626.8476.