TO ESTABLISH THE STANDARD OPERATING POLICIES FOR THE INTELLIGENCE SECTION OF THE DETENTION FACILITY.

STANDARD OPERATION POLICIES

I. The intelligence section will be part of the classification unit.
   A. Two corporals are assigned as the intelligence corporals.

II. The intelligence corporals will be responsible for reviewing inmate communications throughout the detention facility.
   A. Inmate communications will include but are not limited to inmate phone calls, inmate video visits and inmate mail.

III. Intelligence gathered will be discussed with a supervisor and will be forwarded to the appropriate investigations section when necessary.
   A. All intelligence gathered will be documented on the monthly intelligence log.
   B. Sheriff cases will be generated when deemed necessary by supervision.

IV. Classification corporals will assist in the monitoring of inmate communication when classification duties are complete.