



**STANDARD OPERATING PROCEDURE:  
DISSEMINATION OF INFORMATION AND  
INTELLIGENCE PRODUCTS**



## **Standard Operating Procedure: Dissemination**

### **1. Title**

Boston Regional Intelligence Center (BRIC) Standard Operating Procedure (SOP) for Dissemination of Information and Intelligence Products, hereafter referred to as the BRIC SOP for Dissemination.

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### **2. Purpose**

The purpose of this SOP is to provide procedures BRIC personnel will utilize to disseminate information and intelligence products (hereinafter, “products”), to include:

- Determine the agencies/organizations to receive products;
  - Apply appropriate formatting, allowable use instructions, and information handling caveats to the method of disseminating products;
  - Securely transmit the products to the selected agencies and organizations.
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### **3. Applicability**

This SOP applies to all personnel assigned to the BRIC, and it shall be the responsibility of the Bureau Chief of the Boston Police Department’s Bureau of Intelligence and Analysis and the Director of the BRIC to ensure compliance with this SOP.

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### **4. General Information**

The BRIC disseminates products that it produces or it receives from other sources in a targeted manner, based on recipient information needs, while balancing the need to share with the need to protect privacy, civil rights, civil liberties, and other protected interests.<sup>1</sup>

All products prepared for dissemination will be labeled to identify:

- The product type;
- Security handling caveats to be applied to the product; and
- Date of dissemination.

The methods for disseminating BRIC products vary depending on the recipient of the product, required speed of delivery, and relevant handling caveats.

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<sup>1</sup> See BRIC Privacy, Civil Rights, and Civil Liberties Protection Policy.



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### 5. Procedures

The dissemination process includes: (A) determining product recipients; (B) selecting the appropriate handling caveat; (C) preparing the dissemination transmittal / cover page; and (D) disseminating the product.

#### A. Determine Product Recipients

The recipient audience will be determined based on the content, subject matter, and sensitivity of the information.

The target audiences for BRIC products are categorized into five groups:

- 1) Federal, State, and Local Law Enforcement and Criminal Justice agencies;<sup>2</sup>
- 2) Homeland Defense and Security agencies;
- 3) Non-Law Enforcement Public Safety agencies;
- 4) Private Sector Security, Emergency Management, and Continuity of Operations professionals; and
- 5) Other select non-governmental partners.

The BRIC maintains distribution lists that direct the dissemination of products to the aforementioned groups. These lists were developed based upon the recipient organization's mission and legal authorization to receive specific information. Recipients are placed within distribution lists upon being vetted to determine their legal right to know and mission-specific need to know information shared by the BRIC.

#### B. Select Appropriate Handling Caveat

All BRIC disseminations will include one of following four information handling caveats to inform the recipient of appropriate retention and disclosure requirements. BRIC personnel will select the appropriate caveat which reflects the most sensitive classification marking on any product being disseminated.

All products must be handled in accordance with applicable federal and state laws, City of Boston ordinances, BPD Rules, policies, and procedures, and BRIC policies.

- **UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (U//LES)**- This handling caveat will be used when the product may contain Criminal Offender Record Information (CORI) information and intelligence or investigative information. This material is limited to authorized personnel.
- **UNCLASSIFIED//SENSITIVE (U//LES)** - This handling caveat will be used when the product contains CORI sensitive information. Dissemination of documents with this caveat is limited to personnel authorized to review or access CORI.

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<sup>2</sup> Personnel are reminded that dissemination of products must be handled in accordance with the Boston Trust Act.



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- **UNCLASSIFIED//NOT FOR PUBLIC RELEASE (U//NP)** - This handling caveat will be used when the product does not contain investigative, intelligence, or CORI sensitive information. Information disseminated under this handling caveat will include information that is not meant for general public disclosure, such as targeted safety alerts to private sector security and other information to inform vetted, but non-law enforcement organizations, about potential criminal or homeland security issues. Distribution of this information will be limited to authorized recipients.
- **UNCLASSIFIED//PUBLIC RELEASE (U//PUBLIC)** - This handling caveat will be used when the content in the document has been authorized for public release. All products that include this caveat shall be disseminated in coordination with BPD's Office of Media Relations.<sup>3</sup>

The dissemination method of any product other than the UNCLASSIFIED//PUBLIC RELEASE caveat will include the following statement:

*Unauthorized disclosure or improper handling of this information may result in a violation of federal law, state law, City of Boston ordinance, BPD Rule, policy, or procedure, and / or BRIC policy, which could result in the termination of one's authorization to receive BRIC products.*

### For Official Use Only (FOUO)

FOUO is a handling caveat primarily used by federal agencies to identify unclassified information of a sensitive nature, not otherwise categorized by statute or regulation;<sup>4</sup> however, it is important to note that this handling caveat has been broadly adopted and applied by the law enforcement community.

The BRIC will only use this caveat on its products that contain information derived from source documents labeled with the FOUO caveat. This is done to honor and "pass through" the handling caveats applied by the originator, upon their information being shared (re-disseminated) in whole, or in part by the BRIC.

BRIC products that require use of the FOUO caveat will include "FOUO" in the RED, YELLOW, or GREEN handling caveats, as shown in the examples in the table below.

<b>UNCLASSIFIED//FOR OFFICIAL USE ONLY/LAW ENFORCEMENT SENSITIVE</b>	<b>(U//FOUO/LES)</b>
<b>UNCLASSIFIED//FOR OFFICIAL USE ONLY/ SENSITIVE</b>	<b>(U//FOUO/SENSITIVE)</b>
<b>UNCLASSIFIED//FOR OFFICIAL USE ONLY</b>	<b>(U//FOUO)</b>

<sup>3</sup> Dissemination of information to the general public must be handled in accordance with BPD Rules 300 and 307.

<sup>4</sup> See e.g., *Safeguarding Sensitive But Unclassified (For Official Use Only) Information*, Department of Homeland Security Management Directive System MD Number: 11042.1 (Jan. 6, 2005).



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The FOUO caveat cannot be used with the BLACK handling caveat **UNCLASSIFIED//PUBLIC RELEASE**.

### C. Prepare the Dissemination Transmittal / Cover Page

This step is primarily concerned with:

- Drafting a transmittal email, or other dissemination mechanism / cover page with audience instructions and other notes regarding required / recommended recipient action after review; and
- Seeking supervisor approval for product release.

#### Transmittal Method (i.e., email body) / Cover Page

BRIC products may include a transmittal email or cover page when disseminated.

This email or cover page will include, at a minimum:

- Short summary of the product;
- List of intended audience;
- Handling instructions;
- Requested follow-up/next step actions; and
- Other notes helpful to product recipients.

In most cases, these instructions will be included in the body of the email to which the product is attached. For situations where a product is disseminated via hard-copy, prepare and attach a cover page to the product that includes these instructions.

All BRIC products that include the **LAW ENFORCEMENT SENSITIVE**, **SENSITIVE**, or **NOT FOR PUBLIC RELEASE** handling caveats will also have the following disclaimer:

The materials contained herein are produced by the Boston Regional Intelligence Center (BRIC) and may contain information about significant law enforcement, public safety, or security matters involving the City of Boston as well as the Metropolitan Boston Region. The information contained herein is provided to assist in the collective efforts to ensure public safety and security in the Region.

**All information should be handled in accordance with the BRIC labeling displayed on each product, and in accordance with applicable federal and state laws, City of Boston ordinances, BPD Rules, policies, and procedures, and BRIC policies.** Inappropriate or unauthorized disclosure or improper handling of information may result in a violation of the above and termination of authorization to receive BRIC products.

**Boston Regional Intelligence Center**

• Phone: 617-343-4328 • Fax: 617-343-5222 • Email: [BRIC@pd.boston.gov](mailto:BRIC@pd.boston.gov)



## **Standard Operating Procedure: Dissemination**

### **D. Disseminate Product**

The BRIC will disseminate the product to the selected recipients via the approved method for such recipients.

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### **6. Date SOP Updated**

This SOP was updated in 2024, and it will be reviewed annually and revised, when necessary, by the BRIC Director.

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### **7. References**

- BRIC Privacy, Civil Rights, and Civil Liberties Protection Policy
- Boston Police Department, Rule 300 (“Office of Media Relations – Release of Official Information”)
- Boston Police Department, Rule 307 (“Security of Criminal Offender Record Information (CORI) and The Public Record Law (PRL)”)
- Boston Municipal Ordinance 11-1.9 (“Boston Trust Act”)