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## GENERAL ORDER 43

### ORGANIZED CRIME, DRUG AND/OR VICE CONTROL

EFFECTIVE DATE: March 30, 2010

Last Revision Date: April 1, 2014

SUMMARY OF REVISIONS: 41.3.5 B, D

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**PURPOSE:** The purpose of this standard is to identify the acceptable and standard procedures for the investigation of complaints dealing with Vice, Drugs and Organized Crime within the City of Dublin or affecting the quality of life within the City of Dublin.

#### 43.1 ADMINISTRATION AND OPERATIONS

##### 43.1.1 RECEIVING, PROCESSING, AND INVESTIGATING COMPLAINTS

- A. Complaints and/or information regarding **organized crime, drug and/or vice activities** shall be forwarded in the form of an offense report or agency intelligence report, that will be reviewed and/or assigned by the Detective Sergeant.
- Reports should include the source of the information, classification of the crime/complaint, means for validating the information, other possible sources of documentation or information, and a statement of

- facts or allegations.
  - The Detective Sergeant shall review all organized crime, drug and/or vice reports for assignment purposes if applicable.
  - The agency's policies on preliminary and follow-up investigations are also applicable to organized crime, drug and/or vice investigations. (G.O. 42.2.2, 42.2.3)
- B. All reports regarding organized crime, drug and/or vice activity shall be **maintained in the agency's records management system**. Intelligence information shall be electronically distributed to all agency personnel who may be affected by the information.
- A master copy of all intelligence reports is maintained in the agency's records management system.
- C. A **master copy** of all intelligence reports conveyed to and received from outside agencies will be maintained by the Detective Sergeant.
- D. The Detective Sergeant will provide the Chief of Police and the Services Bureau Commander each month with a summary of all organized crime, vice, and drug activities that have occurred.

#### 43.1.2 RECORDS OF ACTIVE INVESTIGATIONS

Records and reports relating to active organized crime, drug and/or vice investigations will be maintained separately from the central records system.

- These cases will be kept under the control and supervision of the Detective Sergeant or the investigating detective assigned to the case.

#### 43.1.3 FUNDS FOR ORGANIZED CRIME, DRUG AND/OR VICE CONTROL

The agency's budget shall provide for a confidential fund to support the operations of the organized crime, drug and/or vice control functions. This fund (the Furtherance of Justice Fund) is maintained by, and is the responsibility of the Services Bureau Commander. Further administration and accounting details for this fund are addressed in General Order 17.4.2.

#### 43.1.4 USE OF SURVEILLANCE & UNDERCOVER EQUIPMENT

The use of surveillance and undercover equipment may be authorized by the Detective Sergeant, Community Impact Unit (CIU) Sergeant, Operations Bureau Commander, Services Bureau Commander, or the Chief of Police.

- The **authorizing officer** will issue equipment to the requesting officer.
- The **requesting officer** shall assume full responsibility for the care of the equipment.
- Agency supplied **entry tools** are available to sworn members of this Division.
- Entry tools include ballistic shields, bolt cutters, a pry bar, a 35 lb. ram and a 10 lb. sledge.
- These tools will only be deployed with the approval and knowledge of a supervisor or OIC.
- Entry tools may be utilized in a law enforcement capacity, e.g. during the execution of a warrant, emergency entries into homes or vehicles, or other situations to prevent or reduce personal injury to

officers or occupants.

- The use of entry tools in any situation other than training will be documented and reported via electronic mail by the shift supervisor, to include all relevant information concerning the incident.
- This electronic mail shall be forwarded to the appropriate Bureau Commander and to the Chief of Police.
- The report will be completed prior to the end of the supervisor's tour of duty during which the tools were used.
- If the entry tools were utilized to make a forced entry into a home and if the occupants are unable to secure the residence, officers will make reasonable arrangements to have the property temporarily secured.
- The use of entry tools will be noted on any offense, incident or arrest report related to the situation in which the tools were used.
- Photographs shall be taken to document the use of the entry tools, including any damage to property.

Note: These tools are to be included on the Operational Guideline sheets referenced in 43.1.5

#### **43.1.5 CONDUCTING SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS**

- A. The intent of this general order is to have contingency procedures for conducting, or participating in all types of surveillance, undercover, decoy, and/or raid operations. This procedure will serve as the pre-planning template for these types of operations.
- B. Vice, drug, organized crime surveillance, undercover, decoy, and raid operations may be planned and coordinated by the Detective Sergeant, the Community Impact Unit (CIU) Sergeant, a Bureau Commander, or his or her designees.
  - Officers planning to conduct operations of this nature will review this policy and submit an Operations Guidelines Form to the Detective-Sergeant, CIU Sergeant, or appropriate Bureau Commander for review.
  - The Detective Sergeant, CIU Sergeant or appropriate Bureau Commander upon presentation of an Operations Guidelines Form will initially review all operations of this nature.
  - All operations of this nature will only be approved by the appropriate Bureau Commander, or Chief of Police.
  - When reviewing plans for operations of this nature, the planning and reviewing officers should at a minimum take into consideration the following provisions:
    1. A Briefing: The planning officer and/or operation supervisor will conduct a pre-operation briefing. This briefing will normally be conducted at the Dublin Justice Center (i.e. roll call, classroom, or conference area) unless indicated otherwise. The pre-operation briefing should occur a reasonable period of time prior to the operation in order for participating officers to attend the briefing, gather equipment, make preparations, travel to the operation location, and set up for

the operation. Officers should be given a copy of the Operations Guideline Plan to refer to as well as all other necessary documentation (i.e. maps, photographs, LEADS printouts, surveillance logs, etc.). Typically a pre-operation briefing should occur at least 60 minutes prior to the actual operation. The pre-operation briefing should at a minimum cover the following:

- Identify who is in charge of the operation (supervisor & coordinator)
- Type of operation
- Date and time of the operation
- Location of the operation
- Review the operational summary/background
- Review the mission, objectives, and details of the operation
- Identify the primary and secondary communications channels
- Review the operational assignments & locations of participating officers
- Provide suspect and suspect vehicle information
- Provide confidential informant/undercover and vehicle information
- Identify the verbal and visual warning signals
- Identify emergency notification contacts and telephone numbers
- Review the emergency extraction plan
- Review and discuss any special considerations of the operation
- Review the required agency equipment/resources for the operation
- Provide a copy of briefing materials to the communications center

2. Operation Location: When conducting operations of this nature, the planning and reviewing officers should carefully review and select appropriate operation locations. These types of operations require officers to be in control of the situation as well as be concerned for the safety of all parties involved. When planning these types of locations at least two operation locations should be identified as primary and secondary in order to respond to contingencies outside the planning process. When possible, these locations should be in public areas so as to allow surveillance units to blend in and provide adequate surveillance points. When possible, the planning and reviewing officers should refrain from conducting these types of operations in or at private residences or private locations. At a minimum, the planning and reviewing officers should take into consideration the following provisions and criteria when selecting the operation location:

- Type of operation

- Confidential Informant/Undercover location
- Location type (i.e. shopping center, residence, hotel, etc.)
- Where the operation is desired to take place
- Control of the area
- Bystander safety
- Ingress/Egress Routes
- Parking
- Traffic Flow/Congestion
- Surveillance points and options
- Map or photograph of the area

### 3. Operational Assignments

- When conducting operations of this nature, the planning and reviewing officers should determine the number of officers necessary to safely and effectively conduct the operation. The number of officers necessary to safely and effectively conduct an operation will vary on the facts and circumstances of the case, but in general operations of this nature should be conducted with no less than four (4) officers. However, the needs of the operation may necessitate a greater number.
- In addition, the planning and reviewing officers should select the appropriate personnel based on the type of operation and operational needs. The planning and reviewing officers should take into account the operational needs when selecting officers and the selection should consider at a minimum the following: officer's current assignment, officer's training, officer's experience, and officer's availability.
- The operational needs, types of assignments, and associated duties and responsibilities can vary greatly between surveillance, undercover, decoy, and raid operations. However, each operation should always have some form of the following assignments:
  - Detail supervisor
  - Surveillance
  - Entry and/or extraction
  - Perimeter security
  - Suspect detention and/or arrest
  - Crime scene control

- At a minimum, the planning and reviewing officers should take into consideration the following operational assignment provisions:
  - Unit number
  - Assignment location
  - Assignment duties and responsibilities
  - Cell phone number
  - Radio
  - Vehicle assignment
  - Equipment needed

4. Emergency Extraction Plan:

- When conducting operations of this nature, the planning and reviewing officers should carefully review and develop an emergency extraction plan in order to handle safety and medical contingencies that could arise from the operation. The emergency extraction plan is designed to provide officers assigned to the operation with guidance and response action steps in the case of safety or medical contingency during an operation. During the execution of an emergency extraction plan, officers are usually assigned the following duties and responsibilities:
  - Incident commander
  - Emergency entry (i.e. residence, vehicle, hotel room, business, etc.)
  - Confidential Informant/Undercover extraction, protection, and safety
  - Suspect(s) detention
  - Perimeter security
  - Traffic control
  - Emergency transport (medical)
  - Emergency transport (prisoner)
  - Medical care
  - Crime scene control
  - Any other identified emergency extraction duties and responsibilities
- At a minimum, the planning and reviewing officers should take into consideration the

following provisions for an emergency extraction plan:

- Provide dispatch with a copy of the Operational Guidelines Form
- Confidential Informant/Undercover verbal warning signal
- Confidential Informant/Undercover visual warning signal
- Location and telephone number of the nearest hospital facility
- Identification of routes to the hospital
- Identification of the jurisdiction's emergency medical service
- Identification of the jurisdiction's police service
- Does the jurisdiction need to be contacted prior to the operation?
- Emergency extraction assignments
- Emergency extraction duties and responsibilities
- Map or photograph of the area
- Perimeter Control
- Traffic Control
- Crime Scene Control
- Equipment needed

#### 5. Communications

- When conducting operations of this nature, the planning and reviewing officers should carefully select and review how communications will take place during an operation. The ability to safely and effectively communicate is of vital importance and will impact the success or failure of any operation. In general, operations of this nature that occur within the City of Dublin should be carried out on "Detective 1" of the Police Division's 800mz radio system. For operations outside of Dublin, it is the responsibility of the planning and reviewing officers to identify which 800mz radio system communications channel provides the safest and most effective means of operational communication. A viable alternative to "Detective 1" for out of city operations is "Detective 2." "Detective 2" operates off of the Columbus 800mz radio system. The final determiner for radio communications will be the detail supervisor. All operations should have a planned primary and secondary radio channel pre-identified in the Operational Guidelines Plan and briefing.
- An emergency back-up form of communication is the cell phone. Each detective is assigned a cell phone. Cell phone number information should be shared and distributed in the briefing to which a copy should be provided to police dispatch.

## 6. Special Considerations

- When conducting operations of this nature, the planning and reviewing officers should carefully identify and review special considerations related to the operation in order to plan for possible or know contingencies. No two special operations are ever the same and the planning and management of these operations is a unique and detailed exercise.
- At a minimum, the planning and reviewing officers should take into consideration the following operational special considerations:
  - Dogs at the location
  - Children at the location
  - Guards present
  - Alarm system
  - Counter surveillance
  - Need for pre-operation location surveillance
  - Need for pre-operation suspect surveillance
  - Post operation assignments (i.e. "tailing" a suspect, etc.)
  - Meet location (post-briefing, but pre-operation)
  - Suspect history of violence
  - Presence of weapons
  - Any other special considerations

## 7. Equipment/Resources

- When conducting operations of this nature, the planning and reviewing officers should carefully identify and select those pieces of equipment or resources necessary to safely and effectively conduct the operation. In general, the planning and reviewing officers should ensure the following equipment/resources are assigned to officers and the operation supervisor will be responsible for ensuring officers assigned to the operation carry the equipment:
  - Duty Weapon
  - Badge & ID
  - Extra Ammunition
  - Radio



- Cell phone
  - Bulletproof Vest
  - Raid vest or jacket
  - Handcuffs
- When conducting operations of this nature, the planning and reviewing officers should carefully identify those operations that utilize a confidential informant and/or undercover officer. In general for these types of cases, a Body Wire will be utilized to safely and effectively maintain audio surveillance of the confidential informant and/or undercover officer. In addition, when practical, the operation should be recorded by video for surveillance and evidentiary purposes. The division maintains a number of video cameras for use in these types of operations.
- No two special operations are ever the same and the planning and management of these operations is a unique and detailed exercise. At a minimum, the planning and reviewing officers should take into consideration the assignment of the following operational equipment/resources:
- Shotgun
  - Carbine
  - Raid Vests/Coats
  - Flashlight
  - OC Spray
  - Baton
  - Audio/Visual Recording Equipment
  - Ballistic Shield
  - Pry Bar
  - Door Ram
  - Sledgehammer
  - Gas Mask
  - Ballistic Helmet
  - Ballistic Vest
  - Flex cuffs

## 8. Addendum

- When conducting operations of this nature, the planning and reviewing officers should carefully review and provide all the necessary information required by the Operational Guidelines Form as well as all accompanying addendum information. At a minimum, the planning and reviewing officers should provide (when possible), the following addendum information:
  - Map or photograph of the operation area
  - Photograph of the suspect
  - Photograph of the suspect vehicle(s)
  - Photograph of the suspect residence
  - LEADS printout of the suspect
  - LEADS printout of the suspect vehicle
  - NCIC/CCH printout of the suspect
  - Copies of previous arrest information (U-10-100)
  - Surveillance Log Sheets

C. Any time officers from this agency participate in a surveillance, undercover, decoy, and/or raid operation with another agency the participating officer(s) will attend any briefings to receive information regarding the detail. If no briefing is scheduled and the officer(s) or their supervisor feels that insufficient information is being provided to ensure a safe and effective operation he/she may withdraw our officers from participation in the detail.

D. Use of GPS Surveillance Equipment

The use of **GPS surveillance** and/or tracking equipment is restricted to Division members who have been trained in their use. The training of personnel in the use of these devices is the responsibility of the Detective Sergeant, the Community Impact Unit (CIU) Sergeant, or his or her designee.

Any use of GPS surveillance and tracking equipment that is to be attached to a motor vehicle must be approved by the Detective Sergeant, CIU Sergeant, a Bureau Commander or, the Chief of Police. Unless written consent is obtained by the owner of a vehicle that is to be tracked, a search warrant must be obtained, prior to installation, for the use of any GPS surveillance and tracking equipment that is to be attached to a motor vehicle as specified below:

- The use of any GPS surveillance and tracking equipment that is to be attached to a motor vehicle will only be permitted when **probable cause** exists to allow its use or in cases where its use would be necessary for a legitimate **public safety** reason.
- Unless written consent is obtained by the owner of a vehicle that is to be tracked a **search warrant** shall be obtained for the installation of any battery-pack powered GPS equipment installed on a vehicle parked on a public street or any place open to public travel, or when a vehicle is already in police custody, regardless of the type of installation.

- Unless written consent is obtained by the owner of a vehicle that is to be tracked a **search warrant** must be obtained prior to the installation of any GPS equipment that is hard wired to a vehicle's electrical system when the vehicle is not in police custody or anytime an intrusion onto private property not open to public travel is required to install or remove a GPS equipment installation.
- Any request for a search warrant will be provided to the Detective Sergeant, CIU Sergeant, a Bureau Commander or, the Chief of Police for approval prior to submission to the court.
- Prior to the installation and monitoring of any GPS surveillance and tracking equipment an operational plan must be submitted to the Detective Sergeant, CIU Sergeant, a Bureau Commander or, the Chief of Police for approval. The operational plan will describe the details of any planned use of GPS equipment including the assignment of specific responsibilities, as well as the responsibilities for the monitoring of equipment.

Any use of GPS surveillance or tracking equipment that is utilized to track "bait" property (other than a motor vehicle) for the purpose of apprehending theft suspects does not require a court order or search warrant prior to its use.

**CROSS REFERENCE TO STANDARDS AND POLICIES:** General Orders 42.2.1, 42.2.2, 42.2.3, 42.2.4, 42.1.3, 17.4.2

**CROSS REFERENCE TO FORMS:** Operations Guidelines Form.

SAMPLE POLICY  
This may not represent this agency's current procedure