

Kenneth Coontz, Chief of Police

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Date: _____

GENERAL ORDER 43

ORGANIZED CRIME, DRUG AND/OR VICE CONTROL

EFFECTIVE DATE: February 9, 2018

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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 Mansfield or affecting the quality of life within the City of Mansfield.

43.1 ADMINISTRATION AND OPERATIONS

43.1.1 RECEIVING, PROCESSING, AND INVESTIGATING COMPLAINTS (LE1)

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 SIS (Special Investigative Section) Commander.

- Reports processed by the Special Investigative Section 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, reliability of source, probability of content, and control number assigned by SIS.

- The SIS Commander 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 will be distributed to agency personnel who may be affected by the information as determined by the SIS Section Commander.

C. A **log** of all intelligence reports conveyed to and received from outside agencies will be maintained by the Special Investigative Section.

D. The SIS Commander will provide the Chief of Police, when available a weekly briefing via a meeting or conference call 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 in a confidential database separate from the central records system.

- These cases will be kept under the control and supervision of the SIS Commander 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. These funds (SIS Covert Operations Funds) are maintained by, and are the responsibility of the SIS 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 sensitive surveillance and undercover equipment may be authorized by the SIS Commander the Chief of Police or his/her designate.

- Upon approval, the **authorizing officer** will issue equipment to the requesting officer and log same.

- The **requesting officer** shall assume full responsibility for the security, care and legal use of the equipment.

43.1.5 CONDUCTING SURVEILLANCE, UNDERCOVER, DECOY, AND HIGH RISK WARRANT OPERATIONS (LE1)

A. The intent of this section is to have contingency procedures for conducting, or participating in all types of surveillance, undercover, decoy, and/or high risk warrant service operations. This procedure will serve as the pre-planning template for these types of operations.

B. Vice, drug, and organized crime surveillance, undercover, decoy, and raid operations will be planned and coordinated through the Special Investigative Section Commander or Special Operations Bureau Commander.

- Officers planning to conduct operations of this nature will review this policy and submit an Operations Plan to the SIS Commander or Special Operations Commander for review and approval.

- The Special Investigations Section Commander or Special Operations Bureau Commander upon presentation of an Operations Plan will initially review all operations of this nature.

- All operations of this nature will only be approved by the SIS Commander, appropriate Bureau Commander, Deputy Chief of Police, or Chief of Police. All plans utilizing ASORT require notification and approval of the Chief of Police or designee.

III. USE OF TACTICAL TEAMS

A. Tactical Teams, if available, shall be used as the entry team on all warrants in which the suspected offender has a felony history, is believed to have weapons or when resistance is expected.

B. Tactical Teams may be used on drug related search warrant as the entry team with the approval of the Chief of Police or designee.

IV. MANPOWER

A. Planned search warrants must provide for sufficient manpower to establish an inner and outer perimeter during the search of the location as well as the assignment of an officer to guard the tactical team vehicle at the search location due to the equipment remaining in the vehicle.

V. NOTIFICATIONS

A. The supervisor managing any high risk search warrant or operation, will deconflict through HIDTA and with other law enforcement agencies sharing jurisdiction.

- 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. The pre-operation briefing should occur within 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 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 source/undercover and vehicle information if appropriate
- 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
- Supply emergency medical information to include ER location(s)

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
- Review school release times / bus routes etc
- 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 specific 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 high risk warrant service 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 Mansfield should be carried out on a tactical channel. For operations outside of Mansfield, it is the responsibility of the planning and reviewing officers to identify which radio system communications channel provides the safest and most effective means of operational communication. 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 known 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 high risk warrant service operation with another agency the participating officer(s) will attend any briefings to receive information regarding the detail, including any identified safety concerns. 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. Anytime an investigator completes a surveillance, undercover and/or a decoy operation in reference to a case they are working on; the investigator will include the details in a supplement to the case.

- If the case is confidential in nature, the investigator will complete a confidential supplement to the case.
- Completion of High-Risk Search Warrants involving use of the ASORT/SWAT team will require an “After-Action Report” and any other supplement required based on the ASORT Manual regulations and policies.

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 Plan Form.