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Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To provide Wilkesboro Police Officers guidelines for handling complaints and investigations of vice, drugs and organized crime.

II. POLICY

It shall be the policy of this department to enforce vice, narcotics, and organized crime laws to the fullest extent possible, consistent with state and local statutes.

The Wilkesboro Police Department does not operate a special unit to enforce and investigate violations related to Vice, Drugs, and Organized Crime. Though most reports of these offenses related to Organized Crime will be reported on Incident Reports and assigned to investigators as provided in Criminal Investigations Case Management. All officers share the responsibility for taking complaints of violations and acting upon the information obtained with enforcement action when probable cause exists.

III. PROCEDURES

A. Complaints of vice, drug, and organized crime activity are received from citizen contact, reports, officer information reports, and initiated activity such as investigation of suspected vice, drug, or organized crime activity.

1. Any officer of this department may be the initial responder to a complaint involving organized crime, drug trafficking, and/or vice activity, and may at any time, regardless of his duty status, be approached with information concerning these topics.
2. When an officer receives information from other agencies, personal observations, or arrest that indicate illegal activities related to vice, drugs, or organized crime, that officer shall document the information.
3. All officers will be prepared to identify activities and occurrences associated with organized crime, vice, or dugs, and will submit such as described below for appropriate follow up.
4. If such activity occurring is one that requires an Incident Report or the action taken by the officer results in an Arrest Report, these shall suffice

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for reporting and documentation purposes and the normal entry into the Records Management System shall occur.

5. The arresting officer will forward an electronic copy of all arrest reports related to vice, drugs, or organized crime matters to the Criminal Investigations Supervisor for review.
 6. If an accident or arrest report is not submitted then an internal email shall be completed and forwarded to the Investigations Supervisor.
 7. Complaints from anonymous sources or citizens shall also be documented on the Narcotics/Vice/OC Information sheet and forwarded to the Investigations Supervisor.
 8. The sheet shall indicate the nature of the activity, when it was received, when it occurred (if known), and what follow-up has been completed.
 9. The Investigations Supervisor will review the information and determine if the information warrants investigation and if so shall assign an investigator to the case.
 10. The Investigations Supervisor will log the case information and determine into the Assigned Cases Databases under the Narcotic, Vice, Tab. The data entered in this section shall also contain information received from or sent to other agencies and, the Wilkesboro Officer assigned if the complaint is assigned.
 11. Should an investigation be ordered, the procedure governing the investigation will comply with department procedures for any criminal investigation.
 12. The Investigations Supervisor will authorize the use of required resources.
- B. Records and reports relating to active vice, narcotic, and organized crime investigations are securely filed separate from the central records system due to their highly confidential nature. The limited access to these records and files consist of the officer(s) assigned to investigate these cases, the Investigations Lieutenant, Division Commander, Deputy Chief of Police, and the Chief of Police.

IV. EQUIPMENT

- A. Normally the equipment needed for and used by officers assigned to conduct vice and drug investigations will be assigned to an officer and accounted for

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in the department's inventory control system.

- B. The Investigations Lieutenant shall authorize the use of other equipment not assigned to an officer through the inventory control system.
- C. Other items such as the night vision equipment will be signed out by the Quartermaster to the officer in charge of the investigation and signed back in when returned after the need for the equipment no longer exist for that case. The sign in sheet shall consist of the name of the officer assigned the equipment, the date and time assigned, the purpose for the use of the equipment, and the date and time returned.
- D. If audio and video equipment, such as Kel-sets and miniature video cameras and transmitters are needed, mutual aide will be requested of an agency owning such equipment and the officers from that agency will maintain control of the equipment.
- E. The Investigations Supervisor will biannually inventory the equipment to insure that all equipment is accounted for.

V. OPERATIONS

- A. The Deputy Chief of Police or designee will authorize and supervise major operations, and be responsible for coordinating and planning “Special” operations encompassing, but not limited to: raids, decoy, undercover, and surveillance operations, including the distribution and use of surveillance and undercover equipment. This requirement does not apply to routine operations normally encountered, such as routine surveillance of drug operations, and normal undercover operations, such as street level undercover drug buy.
- B. Investigations into Vice, Drug, and Organized Crime violations on occasion may need to infiltrate an operation and/or its associates by the use of covert or undercover tactics. This includes, but is not limited to infiltration by undercover informants, the use of available surveillance equipment to maintain close visual contact with the suspect associates and/or undercover officers. The undercover officer is authorized to take on the appearance and the characteristics of those around him as long as he/she has the approval of the Chief of Police. The undercover officer will remain within the statutory limitations and guidelines of the Wilkesboro Police Department while working within this or any outside jurisdiction.
- C. The Division Commander of the Support Operations Division will determine when a written plan will be prepared for his review and approval.

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When he determines that a written plan is not required, he will provide written authorization to proceed.

- D. Special operations will be planned prior to implementation. Guidelines for planning special operations include, as appropriate, but not limited to, the following items:
1. Analyzing crimes and victims to determine the nature and scope of personnel, equipment, and activities required to safely and effectively conduct the special operation.
 2. Identifying and analyzing probable offenders and their habits, associates, vehicles, methods of operations, or any other pertinent information, which will affect the manner of the special operation and potential prosecution.
 3. Familiarizing officers involved in the special operation with the neighborhood or target area.
 4. Determining operational procedures for observation, arrests, high risk entries, surveillance and “tails” to ensure continuity between the planning and the conduct of the special operation. Officers may be required to be disguised to resemble victims, workers, laborers, and the like.
 5. Supplying required expense funds to officers involved in the special operation. Use of such funds will adhere to established department procedures.
 6. Establishing means of routine and emergency communication to be used by officers involved in the special operation.
 7. Selecting equipment and vehicles required for the conduct of the special operation, to include:
 - a. Weapons,
 - b. Vehicles,
 - c. Communications equipment,
 - d. Visual monitoring equipment, and
 - e. Undercover or decoy supplies.

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8. Providing relief for officers involved in the operations so that surveillance may continue over an extended period of time if needed.
 9. Communicating with the prosecutor to determine legal ramifications.
 10. Making contact with suspects via undercover personnel and analyze the target area.
 11. Supplying undercover officers with false identity and necessary credentials as well as maintaining confidentiality of false identities.
 12. Providing back up security for undercover officers.
 13. Providing close supervision during implementation of the special operation.
 14. Make arrests of offenders as required.
- E. Raids will be planned prior to implementation. Guidelines for planning raids include as may be appropriate, but are not limited to:
1. Developing strategies and tactics for approaching, entering, securing, and leaving the target of the raid.
 2. Searching for and seizing evidence and/or contraband (Issuing a Search Warrant).
 3. Selecting and communicating with specialized support units, especially evidence technicians and medical assistance.
 4. Establishing means of communication to be used by officers involved in the raid.
 5. Arresting suspects as well as transporting to a holding facility or detaining and processing at the scene of mass arrests.
 6. Providing documentation of activities associated with the raid as well as evidence seized and suspects arrested.
 7. Selecting appropriate equipment.

The Deputy Chief of Police or Chief of Police must grant authorization for a raid.

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- F. Communication, coordination and cooperation are best accomplished by a concerted effort of all members of the police department. For this reason, the exchange of information at all operational levels is highly encouraged.
- G. Because organized crime can exist in several communities at one time, successful law enforcement efforts often require coordination and exchange of information.
- H. The investigations unit will maintain a working relationship with all interested agencies regarding organized crime.

VI. FOLLOW UP INVESTIGATIONS

- A. Because investigations into vice, drugs, and organized crime offenses can involve a good deal of time, money, and manpower allocation, the following criteria will be considered by the investigations Lieutenant prior to implementation of a plan off action .
 1. Is the original intelligence information valid?
 2. What is the criminal nature of the problem?
 3. How important is the problem?
 4. What lead information exists?
 5. What investigative techniques might be used?
 6. Does the department have sufficient resources?
 7. Should the case be referred to another more appropriate agency?
 8. What possible operational problems exist?
- B. Surveillance, undercover, and decoy operations may be affected singularly or simultaneously during the investigation of organized crime, vice, drug, or other criminal offenses.
- C. The investigator in charge of the investigation will notify the shift supervisor, of the nature and location of the operation prior to commencing the operation.

VII. REFERENCES

CALEA 43.1.1-5.