

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: VICE & ORGANIZED CRIMES	Procedure: General Order 21.1.1 CALEA 43.1	Total Pages: 9
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I. POLICY

It is the policy of the Florence Police Department to suppress and control vice & organized crimes. It is the responsibility of every officer to suppress and support enforcement of organized crime and vice activities.

II. PURPOSE

This written order establishes guidelines for the processing, managing, and investigation of complaints of vice and organized crimes.

III. SCOPE

This written order is applicable to all sworn personnel.

IV. GENERAL PROVISIONS

- A. Although the Florence Police Department does not have full time organized crime and vice personnel per se, it is the responsibility of each and every member to be aware of such activity. The Commander of the Criminal Investigations Division will be responsible for coordinating and overseeing vice and organized crime control and enforcement.
- B. Investigations into vice and organized crime activities will be the responsibility of the Criminal Investigations Division, unless otherwise ordered or assigned by the Chief of Police. Investigations or inquiries shall be handled consistent with established criminal investigative policies.
- C. The C.I.D. Supervisor will cooperate fully with those agencies requesting copies of reports, photos, fingerprints, "M.O.'s", etc., and coordinate the activities of this Department to ensure that information is exchanged with state and local law enforcement and vice versa.

V. VICE CONTROL FUNCTION

- A. The responsibilities of the vice control function are to conduct inquiries and investigations into, and concentrate on:
 - 1. Illegal sale and distribution of liquor and tobacco;
 - 2. Illegal sale and distribution of controlled substances;
 - 3. Illegal gambling operations; and

4. Prostitution and pornography.

VI. ORGANIZED CRIME CONTROL FUNCTION RESPONSIBILITY

- A. The responsibilities of the organized crime control function are to conduct inquiries and investigations into and concentrate on:
 1. Labor racketeering;
 2. Loan sharking;
 3. Corruption, extortion, bribery;
 4. Theft/fencing rings;
 5. Illegal sale and distribution of alcohol and tobacco;
 6. Illegal sale and distribution of controlled substances;
 7. Illegal gambling operations;
 8. Prostitution and pornography; and
 9. Firearms.

VII. CRITERIA FOR INITIATING INVESTIGATIONS

- A. Investigations into complaints of vice and organized crime can involve significant expenditures of time, money, and effort. By evaluating the credibility of initial information, determining the scope and relative importance of the problem and establishing a solid investigation, criteria can be developed to determine which reports are to be investigated. This will be accomplished by addressing issues such as:
 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. What possible operational problems exist?
 8. What outside agencies should be notified?

VIII. RECEIVING AND PROCESSING VICE & ORGANIZED CRIME COMPLAINTS

- A. Each complaint into vice and organized crime activities will be reduced to writing and investigated to the fullest extent possible.
- B. Personnel receiving calls regarding these complaints will record the appropriate information on an I/O Report or in rare instances, an email.

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- C. A C.I.D. Supervisor will receive, analyze, and distribute the report for the proper investigation. All drug cases are forwarded to the Lauderdale County Drug Task Force.
- D. The C.I.D. Supervisor will insure the dissemination of appropriate information to other relevant jurisdictions or agencies.

IX. PROCEDURES FOR VICE AND ORGANIZED CRIMINAL INVESTIGATIONS

Unless a covert investigation on vice or organized crime is being conducted and is classified, all such investigations shall be conducted in accordance with standard reporting procedures as follows:

- A. Assign an officer to investigate;
- B. Follow-up criteria:
The C.I.D. Supervisor or his designee, upon review of all criminal cases, shall make the determination as to which cases are followed up, based on established criteria. Determination shall be made on the following:
 - a. Seriousness of the incident;
 - b. Continuation factors;
 - c. Solvability factors; and
 - d. Resources available.
- C. A C.I.D. Supervisor will maintain a vice and organized crime file. This file includes complaints received from citizens, officers, and outside agencies. The Supervisor will also note what information is distributed to other agencies. This file will be a “clearinghouse” of vice and organized crime intelligence. This duty may be delegated to an investigator.
- D. If a case is transferred to the Lauderdale County Drug Task Force, the CID administrative secretary will note this in Case Management.

X. VICE & ORGANIZED CRIMINAL INVESTIGATIONS CODE OF CONDUCT

- A. The success of vice/organized crime investigations will be greatly influenced by the conduct, character, and demeanor of each officer. The following guidelines are established in order to ensure conduct which is appropriate to the goals and mission of the Department.
 - 1. Some undercover operations require the consumption of alcoholic beverages in order to "blend" with the surrounding environment. Prudence and moderation will prevail in the officer's conduct.
 - 2. The use of drugs is strictly prohibited by all members unless taken under the direction of a physician.

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B. CONFIDENTIALITY

1. Officers shall treat the official business of a vice/organized criminal investigation as confidential, and shall not impart it to anyone not having a need or right to know.

XI. VICE AND ORGANIZED CRIME EXPENDITURES

A. The Police Department's budget has funds to support confidential vice or organized crime investigations. All such expenditures shall be completely documented by the investigator. The C.I.D. Supervisor shall be responsible for the fund system to include:

1. Maintenance will include: submission of receipt after payment; the amount and purpose of payment; officer's name; informant's number; information or material purchased; subsequent law enforcement action; date; case number;
2. Annual reconciliation of Confidential Funds with the General Fund Accountant.

B. The C.I.D. Supervisor shall ensure all vice and organized criminal investigations are documented and the Chief of Police is kept informed. The report to the Chief shall include the following:

1. Time, place, and incident;
2. The circumstances surrounding the event, to include all unusual events;
3. All expenditures;
4. Final disposition to include the accountability of all personnel involved, number of man hours involved; a critique; and
5. An accounting for monies reimbursed the City via proceedings.

XII. EQUIPMENT

A. This Department has limited surveillance equipment. Other surveillance equipment is available from the Lauderdale County Drug Task Force and/or R.O.C.I.C. as needed.

B. Control, distribution, and use of the department's surveillance equipment requires the authorization of the C.I.D. Supervisor. This equipment will be securely stored. Distribution of borrowed equipment shall be the responsibility of the loaning agency. The use of any surveillance equipment shall be documented accordingly in the case file by the investigator utilizing the equipment. In every instance, the investigator utilizing the equipment will test it prior to use to insure that it is functioning properly.

C. The constitutional safeguards will be maintained, and court established guidelines will be followed on any equipment utilized for surveillance purposes.

XIII. PROCEDURES FOR VICE AND ORGANIZED CRIME SURVEILLANCE, UNDERCOVER DECOY, AND RAID OPERATIONS

- A. Conducting Vice and Organized criminal surveillance, Undercover, Decoy, and Raid operations are essential activities in developing and combating this type of crime. Though all may not be needed in a particular operation, the following provisions should be considered when developing plans for these types of activities.
1. Determine, if possible, the magnitude of the operation prior to actual commencement;
 2. Analyze the crime, its elements, suspects involved, and victims by reviewing reports for similarities in conditions, times of day, locations, and similarities of victims and suspects.
 3. The potential for violence of any suspect, any weapons, dogs, or other dangers which may be present.
 4. Identify all persons encountered: victims or suspects, their habits, associates, vehicles, methods of operation, and all other pertinent information that is relevant to the investigation;
 5. Legal ramifications will be considered concerning code, statutes, or policy by conferring with the District Attorney's office when practical or necessary.
 6. Apprise officers selected to work a detail with the objective and details of the operation, all known elements, locations, and vehicles encountered in the targeted area by holding informational meetings (briefings) and by providing maps and sketches of the neighborhood, structure, and general target area.
 7. Procedural steps concerning the observation, arrest, surveillance, and high-risk stops and entries, and arrest or duress signals (both verbal and visual). This will be achieved by covering in detail during informational meetings the possibilities and the tactics to be utilized to maximize officer safety.
 8. Officers involved shall be equipped with a means of communications, as well as advised of emergency communications procedures. This will be accomplished by the supervisor in charge determining, obtaining, and dispensing the needed equipment. Officers will be made aware of any special arrangements involving communications at an informational meeting.
 9. A decision shall be made as to the type and amount of equipment needed to conduct the operation, as well as what forms of transportation will be needed. The Supervisor in charge will take into consideration the time of day the operation will take place and the types of vehicles that are consistent with others in the target area.

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10. Plans for relief and weather considerations will be established, as well as procedures for backup security, and perimeter protection. Most importantly, a contingency plan will be established, should one of the steps in the procedure fail. The contingency plan will provide for additional personnel to rotate with officers involved in the operation when needed.
11. Supplying officers with false identity, consideration for the need of disguises, and necessary credentials. The Supervisor in charge of the operation will determine when it is appropriate to use assumed names and will obtain the needed credentials when necessary. The Supervisor in charge will also determine whether disguises will be needed and will obtain and distribute the needed supplies.
12. Close supervision of the operation will be provided by supervisor coordinating and approving all aspects of the operation;
13. Means and methods of making contact with suspects will be determined by the Supervisor of C.I.D. evaluating the circumstances and conditions of the contact and determining what approach will be utilized to maximize officer safety.
14. Procedures for searching for and seizing evidence and/or contraband, the number of support personnel needed to conduct these activities, and their assignments shall be accomplished by evaluating what type of evidence and/or contraband may be involved and found. Further consideration will be given as to the size and amount of evidence/contraband that may need to be processed. The supervisor shall ensure that there are adequate personnel and supplies to perform these duties and to ensure the chain of custody and that the integrity of the evidence may be maintained.
15. Emergency medical assistance will be determined before the operation. Should the operation be of the high risk type, the supervisor of the operation shall contact and meet with medical personnel prior to the operation and determine a safe staging area for them to stage. Confidential information concerning the actual operation will not be provided to medical personnel but they shall be apprised of the nature or possible injuries so they may be prepared to treat the injury.
16. Methods of coordination and assistance with department personnel and personnel of other agencies involved in the operation. This will be accomplished by including departmental personnel and other agencies in the planning and briefing stages as determined necessary by the Supervisor of C.I.D.
17. Notification of the on duty Patrol Supervisor responsible for the target area prior to the commencement of the operation.

XIV. OTHER CONSIDERATIONS AND METHODS FOR OPERATIONS

A. DRUG OPERATIONS

1. When contact is made with a suspect, when possible, conversation should bring out the suspect's knowledge and intent. The officer shall make every effort to make two or more purchases on separate days. The conversation showing intent, coupled with multiple buys, will greatly assist the District Attorney's office in its prosecution of the cases. Each situation shall be analyzed to determine if close observation or back-up is necessary.

B. IDENTIFICATION

1. It is important that an officer who is out of uniform not be acknowledged, regardless of the location, circumstances, or jurisdiction. Wait until the officer acknowledges you. This is especially critical when you are in uniform. If a situation occurs where you would have to arrest several people, including someone whom you know is a law enforcement officer, arrest everyone and treat everyone in the same way.

C. RAIDS

1. Methods of approaching, entering, securing, and leaving the scene, searching and seizing evidence and/or contraband shall be resolved prior to the actual raid.

XV. USE OF INFORMANTS

- A. The use of informants is essential to the successful conclusion of any vice/organized crime operation. Informants will be utilized to the extent that their assistance is necessary to accomplish the Department's goals. The following are the standards by which informants will be handled, used, and controlled by all Florence Police Department personnel:

1. The criminal type informant who "informs to" the officer is equally willing to "inform on" him. Informants frequently go to other police officials with allegations of misconduct about officers with whom they have had official contacts. These allegations generally relate to the informant's belief that he was mistreated in some fashion by the officer. Many times informants concoct elaborate plots to trap an officer who has, for some reason, incurred their displeasure.
2. Officers will not knowingly permit any illegal act by an informant. Condoning such an act places the officer in a defensive position in future dealings with the informant, and in court in connection with cases involving the informant. Condoning such an act may cost the officer his job. Many informants "work" police officers, either to eliminate a competitor, gain information, keep the officer engaged while others commit illegal acts, or for any of a wide variety of

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reasons. It is the policy of this Department that the relationships between officers and informants are of a completely ethical and professional nature. Social contact will be strictly avoided unless necessary in the furtherance of an official investigation.

3. All information obtained from informants shall be carefully screened as to veracity and value. The officer will consider the reason the informant is giving information and carefully evaluate his motive. When contacting informants, the officer shall, whenever possible, arrange for the presence of another officer. All informant information will be documented and/or corroborated. Whenever possible, all informant contacts with suspects shall be monitored and, where monitoring is not practical, informants will be required to keep in close personal contact with the case officer. They will be debriefed regularly with regard to suspect contacts for the purpose of providing an on-going record of the progress of the case.

B. INFORMANT BUYS

1. Purchases of contraband by an informant will be fully corroborated. Every informant buy will require a minimum of two officers for surveillance purposes. Each buy will be "controlled" in the following manner:
 - a. The informant will be thoroughly searched preceding the buy. If the informant's vehicle or residence is utilized in the investigation, a thorough search will also be conducted of those areas to which the informant had access.
 - b. The informant will be given funds, which have been recorded by serial number, for the purchase of any contraband. The informant shall not purchase any contraband with his personal funds. To avoid error, all personal funds will be taken from the informant prior to contact with the suspect. The personal funds shall be returned to the informant immediately after the purchase.
 - c. When possible, constant surveillance will be conducted of the informant after the search, until he meets with officers on surveillance following the buy.
 - d. The informant shall then be thoroughly searched again. All evidence and narcotic funds will be retrieved from the informant. When possible, the entire process (Steps a-e) will be accomplished by the same officer, with the same witness thereto.
 - e. The informant shall be thoroughly debriefed and a statement shall be obtained. The statement will include a complete description of the suspect, a detailed account of all

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circumstances and conversations involved in the transaction,
and any other facts which may be of importance.

C. JUVENILE INFORMANTS

The following guidelines will apply when a juvenile is utilized as an informant in an investigation:

1. Parental permission shall be required, or that of a legal guardian in the parent's absence; and
2. Consultation shall occur with the District Attorney or his assistant.
3. It is generally advisable to seek the authorization of the judge of the Juvenile Court. This will be determined on a case by case basis, in the judgment of the District Attorney.

D. PAYING INFORMANTS

1. Informants may require payment for information they have, or an officer may find the need to develop an informant where payment of funds is necessary. Criteria for paying informants shall be as follows:
 - a. Information received must be corroborated.
 - b. Information received must help in the development of suspects, evidence, or leads in an investigation.
 - c. Information received leads to the apprehension of a wanted person; or
 - d. Any information received is beneficial in deterring a crime or illegal activity.