

INVESTIGATIVE SPECIAL OPERATIONS

<p>WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 2.22</p>	<p>EFFECTIVE DATE: 12/10/2021</p>
<p>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 17.5.3; 43.1.4; 43.1.5</p>	<p>REVISION DATE: 12/10/2021</p>
	<p>REVIEW DATE: 12/10/2022</p>

I. GENERAL CONSIDERATIONS AND GUIDELINES

Police responses to situations involving vice, drugs, and organized crime often require the use of investigative and intelligence assets in order to obtain a successful prosecution. This may include the need to conduct investigative special operations, such as surveillance, decoy, or undercover operations.

The purpose of this policy is to provide guidance in planning, conducting and reporting investigative special operations.

II. POLICY

It is the policy of this department that reports of vice, drug and/or organized crime activities in this community shall be documented and forwarded to the Chief of Police or Lieutenant for further investigation or intelligence purposes.

III. PROCEDURES

A. *Operations [43.1.5]*

A.1. ASSESSING NEED

When the need to conduct any surveillance, undercover, or decoy operation or raid has been determined, the supervisor shall take into consideration the following:

A.1.1) The type of crime or activity;

A.1.2) Known offenders:

- A.1.2.a) Their criminal history and other background;
- A.1.2.b) Methods of operation;
- A.1.2.c) Weapons and potential for violence;
- A.1.2.d) Vehicles used;
- A.1.2.e) Other pertinent information; and

A.1.3) The targeted areas, hazards, access, and escape routes.

A.2. PLANNING AND CONDUCTING OPERATIONS

The supervisor or case officer will conduct a briefing with officers involved prior to beginning any operation. This briefing will include all pertinent information on suspect(s), locations and officer responsibilities by way of a tactical action plan.

Tactical action plans shall be discussed and shall include such items as:

- A.2.1) Personnel to be involved;
- A.2.2) The use of outside agencies (Drug Task Force, State Police, F.B.I., etc.). Assistance from outside agencies will be made through this top commander/person in charge.
- A.2.3) Selecting vehicles and equipment;
- A.2.4) Establishing means of routine and emergency communications;
- A.2.5) Providing protective back up of undercover operatives (if applicable), perimeter security and relief for officers;
- A.2.6) Determination of guidelines for observation and arrest(s) for the operation;
- A.2.7) Providing necessary investigative expense funds;
- A.2.8) Providing officers with false identification and necessary undercover credentials, if the Chief of Police or Lieutenant authorizes undercover credentials;
- A.2.9) Making provisions for maintaining confidentiality of the undercover detective/officer's identity during extended investigations;
- 10) Visual/Verbal Bust Signal and Visual/Verbal Distress Signal, which will be documented on the Tactical Action Plan; and
- 11) Medical access, including the method for quickly accessing emergency medical assistance.

Information shall be disseminated on a "need to know /right to know" basis to protect the confidentiality and identity of the undercover officers involved.

A.3. HIGH RISK OPERATIONS: HIGH RISK MISSIONS, ARRESTS, AND RAIDS SHALL BE PLANNED AND SUPERVISED PRIOR TO AND DURING IMPLEMENTATION. PLANNING SHALL INCLUDE:

Designation of a single person as supervisor and coordinator of the operation and other function supervisors if appropriate;

Obtaining authorization for the high-risk mission;

Advice from the District Attorney's Office if appropriate;

Initial briefing sessions and de-briefings;

Methods of selection, coordination, cooperation and communication with specialized support units, including notification of the Communications Center;

The development of strategies and tactics for approaching, entering, securing and leaving the target;

Methods for making contact with or arresting the suspect; and

Methods for searching for, documenting, and seizing evidence.

B. Notes and Log Book

B.1. Since the activities observed during surveillance may later become part of the evidence in a trial, or perhaps become the basis of a subsequent interrogation, it is highly important that a record of observations should be made.

B.2. It is recommended that a surveillance log and a chronological record of the activities of both the officer and the target shall be made for each surveillance conducted. Such logs shall be filed with other investigative materials.

C. Surveillance Equipment [43.1.4]

C.1. Surveillance equipment is available from a variety of sources to support such operations. Sources include:

This department;

The New England State Police Network (N.E.S.P.I.N.);

Berkshire County Drug Task Force.

C.2. Surveillance equipment maintained by this agency shall be maintained in operational condition, ready to be issued, by the custodian of such equipment. **[17.5.3]**

- C.3. Surveillance equipment may be used if authorized by the Chief of Police or Lieutenant.
- C.4. Equipment may be obtained by submitting a request in writing to the Chief of Police or Lieutenant.
- C.5. Equipment may be used only for legitimate police purposes as authorized.
- C.6. Equipment shall be used in accordance with manufacturer's instructions or as instructed by the equipment provider.
- C.7. An email will be sent to the Chief of Police or Lieutenant when the equipment is returned. Note any issues or damages if they occur.

D. Reporting

- D.1. The supervisor of each operation shall ensure that a report of each operation is filed as part of the case file.
- D.2. Security of and access to such reports shall be controlled. For further information see the department policy **2.27 - Vice, Drugs and Organized Crime**.