


FORT SMITH POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Narcotics/Intelligence Procedures		
NUMBER	1106.07	EFFECTIVE DATE	December 3, 2001
SCHEDULED REVIEW DATE	Annually beginning October 1	ISSUE DATE	December 3, 2001
DATE REVIEWED	March 20, 2025	REVISION DATE	December 12, 2019
APPROVED BY		CALEA STANDARDS	LE 43.1.1; LE 43.1.2; LE 43.1.3; LE 43.1.4

I. Purpose and Scope

- A. The purpose of this policy is to establish operating procedures for the Fort Smith Police Department's Narcotics/Intelligence Unit.

II. Policy

- A. The Fort Smith Police Department's Narcotics/Intelligence Unit is tasked with the responsibility of investigating and suppressing vice, narcotics, organized crime and criminal gang related activities within the City. It is the policy of the Fort Smith Police Department that all sworn members will support and enforce all applicable laws and regulations governing vice, narcotics, criminal gangs and organized crime. Responsibilities of the Narcotics/Intelligence Unit shall include, but are not limited to, the investigation of the following types of offenses:

1. Illegal manufacturing, sale, and/or distribution of controlled substances.
2. Illegal gambling operations.
3. Illegal sale and distribution of alcoholic beverages.
4. Illegal pornography, prostitution, and other vice-related crimes.
5. Background investigations as required for licensing of establishments that sell or serve alcohol, and of individuals applying for licenses to operate a sexually-oriented business.
6. Assisting the Alcohol Beverage Control in ensuring compliance of establishments permitted to sell or serve alcohol within the City limits.
7. Criminal Street Gang and Outlaw Motorcycle Gang investigations.

III. Procedures

- A. Complaints, tips, or leads of illegal vice or narcotics activities may be received from many different sources, including the following methods:

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1. Complaints or other information from citizens at the citizen's initiation, including Crime Stopper calls and messages left on the department's voice mail system;
 2. Complaints or information from citizens that have been initiated by department personnel;
 3. Receiving information from other police officers or agencies;
 4. Reviewing departmental reports from other units and divisions
 5. From existing investigations;
 6. From on-scene assessments; or
 7. From confidential informants.
- B. Upon receipt of any complaint, tip, or lead regarding vice, narcotics, or gang activity, the member receiving the complaint shall forward such information to the Narcotics/Intelligence Unit via email at; *fspdintel@fortsmithpd.org*. The Narcotics/Intelligence Unit supervisor will in turn record the information in the CrimeNtel ® intelligence database under the appropriate criminal activity type. At a minimum, the following information should be collected and recorded:
1. Date the complaint is received;
 2. The location of the offense, to include address, if possible, and whether location is a business or residence;
 3. Suspect information (names or descriptions of suspects and/or vehicles involved);
 4. Complainant's name and phone number, if possible, *though not required*.
 5. Action taken and/or results of preliminary investigation.
- C. The Narcotics/Intelligence Unit supervisor shall preliminarily evaluate the information in the complaint, tip, or lead in an attempt to determine its validity. If the information reasonably appears to be valid, it may be entered into the CrimeNtel ® intelligence database as criminal intelligence and retained for a period not to exceed 5 years. If it is determined that the information does not rise to the level of "reasonable suspicion" that the person or entity named is engaged, or is likely to become engaged, in the specific criminal activity, the entry shall be identified as a "Complaint" in the record type. Further, it shall be given a retention level of Temporary (30 days), and shall be given a security rating of no less than "Confidential."
- D. A Narcotics/Intelligence Unit supervisor may assign an investigator to conduct a preliminary investigation of the complaint, tip, or lead as soon as possible, considering case assignments and unit activity. In any case, the assignment shall occur within thirty days of its receipt. The purpose of the preliminary investigation is to determine if the complaint merits further investigation or if reasonable suspicion exists that the information is accurate. If the investigator develops information to corroborate the complaint, the investigator will then notify their supervisor of their findings, determine whether to initiate further investigation into the complaint, and, if so, prepare a formal case file. With supporting documentation, the initial entry of the information into the CrimeNtel ® intelligence database should be updated from "Complaint" to "Intelligence." The retention and security levels may also be updated at that time as determined by the reviewing supervisor.

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- E. A Narcotics/Intelligence Unit supervisor may utilize the ICIS Case Management System to maintain the investigative case status for all cases under active investigation by the Narcotics/Intelligence Unit. This case management control system requires the following information:
1. Assigned investigator(s);
 2. Case number;
 3. Suspect's information, if known;
 4. Date reported, follow up dates and/or dates of supplements due; and
 5. Current status of the case.
- F. A record of information or complaints conveyed to or received from other agencies will be maintained within the CrimeNtel ® intelligence database. A Narcotics/Intelligence Unit supervisor will be responsible for regularly updating this information.
- G. Once the information is entered into the Intelligence System, it shall be maintained for a period consistent with FSPD Policy 1102.29.III.E.4 governing criminal intelligence retention.
- H. Upon assignment for active investigation, all vice or narcotics complaints shall be assigned a case number by the ICIS Records Management System. All records, reports, and investigative documents relating to vice or narcotics investigations shall be maintained in a secure area within the Criminal Investigation Division. Access to computerized records of vice or narcotics investigations within the ICIS Records Management System are protected and are accessible only by members of the Narcotics/Intelligence Unit, the CID Commander, CID Assistant Commander, the Chief of Police, or his designees.
- I. At the conclusion of an investigation, all arrest reports and certain other information required by Central Records to prepare Uniform Crime Reports or similar reports will be made available, with the following exceptions:
1. Additional arrests are imminent as a result of this investigation;
 2. The release of such information jeopardizes any ongoing investigations; or
 3. The secrecy of these records is necessary for other reasons, as determined by the Narcotics/Intelligence Unit supervisor, *but only upon the approval of the Chief of Police, or his designee, on a case by case basis.*
- J. The Fort Smith Police Department maintains a cash fund for the purpose of providing "buy money" or confidential informant funds for the Narcotics/Intelligence Unit, and the Criminal Investigations Division. FSPD Policies and Procedures governing Fiscal Management (#1101.15.VI.B) and Use of Confidential Informants (1102.13.IV.H and I) establish guidelines for budgeting, accounting, and use of this fund.
- K. All specialized surveillance and undercover equipment assigned to the Narcotics/Intelligence Unit shall be securely maintained within the Narcotics/Intelligence Unit storage area. The equipment shall be subject to all inventory requirements and procedures as required by departmental policy. A Narcotics/Intelligence Unit supervisor may authorize the use of this equipment by any member of the Fort Smith Police Department, provided that:

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1. Usage of surveillance equipment shall be for official purposes only.
 2. Any equipment to be utilized shall be logged out, in writing, to the officer requesting the equipment. *The issuing supervisor shall ensure that the receiving officer is adequately trained in the usage of the equipment.*
 3. If the receiving officer is not familiar with the operation of the equipment, Narcotics/Intelligence Unit personnel trained in its usage should accompany and provide assistance to the receiving officer. If such assistance is not available, the equipment must not be released.
 4. The Narcotics/Intelligence Unit supervisor shall ensure that loaned equipment is returned in a timely manner and in good working order.
- L. The Chief of Police and/or his designee shall be routinely briefed by a Narcotics/Intelligence Unit supervisor concerning all vice and narcotics activities and on the outcome of investigative operations through routine contact with the command staff in meetings and through informal dialogue. Additionally, the Narcotics/Intelligence Unit supervisor will submit monthly activity reports to the CID Assistant Commander.

IV. Alcohol Permits

- A. The Arkansas Alcohol Beverage Control office routinely notifies the Fort Smith Police Department of applications from individuals who wish to obtain licenses to serve or sell alcohol locally. Arkansas statute no longer requires that background investigations of the applicant(s) be conducted by the law enforcement agency in the jurisdiction in which the business will be located. These checks are now conducted by ABC through the Arkansas State Police. The Fort Smith Police Department's Narcotics/Intelligence Unit is responsible for conducting localized record checks in a prompt manner.

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